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IDENTIFIERS	*Casinos

ABSTRACT

This curriculum guide was developed at Atlantic Community College as part of a program to facilitate the training of persons with limited English-speaking ability for jobs, especially jobs in Atlantic City casinos. The project aimed to teach job skills and life coping skills along with English. The curriculum guide contains 10 units. Approximately 60 percent of the guide is oriented toward vocational preparation for the following jobs: blackjack dealer, room attendant, vegetable cook, steward, bus person, and store room clerk. These units include skills needed in job hunting, such as reading want ads, completing a job application, and going to an interview. Skills needed on the job, such as completing a time sheet, reading a work schedule, telling time, and following and giving directions are included. The other 40 percent of the curriculum guide, which is oriented toward skills in everyday living, includes materials on personal identification, social conversation, community awareness, money management, housing, and transportation. Curriculum materials included in each unit are dialogues, vocabulary lists, tape and slide scripts, reading and mathematics exercises drawn from "real life" situations and exercise answers. Some materials are illustrated with line drawings. (KC)

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FINAL REPORT

OF

PROJECT ESL/CAREERS CURRICULUM

1983-1984

ATLANTIC COMMUNITY COLLEGE
1535 Bacharach Boulevard
Atlantic City, NJ 08401
(609) 348-5784

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Project Director: Damian Kodgis,
Director
Adult Education Services

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This project reported herein was conducted pursuant to a contract from the New Jersey Department of Education, Division of Vocational Education and Career Preparation. It was funded under Section 132 of Public Law 94-482.

Project Duration: September 1, 1983
Beginning Date

May 30, 1984
Ending Date

The Contractors undertaking this project were encouraged to express fully their judgments in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official funding agency positions or policies.

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FUNDED UNDER SECTION__________OF P.L. 94-482

PROJECT TITLE: English as a Second Language/Basic Skills/Careers Program

LEGAL NAME OF APPLICANT DISTRICT, INSTITUTION OR AGENCY: Atlantic Community College

ADDRESS: Mays Landing, NJ 08330

PROJECT DIRECTOR: Damian Kodgis, Director, Adult Learning Center

TELEPHONE NUMBER: (609) 348-5784
(Area Code)

ABSTRACT

DESCRIPTION OF PROJECT

(Use this sheet and no more than one other to type in single-spaced form a statement of project objectives, procedures that were followed, state and local priorities emphasized and the expected contribution of the project to vocational education.)

Persons of limited English-speaking ability seem to face unemployment barriers because they lack the life coping and basic skills necessary to successfully function on a job. This lack of skills will translate into underemployed or unemployed workers, putting a strain on efficient growth at a time when all Atlantic County residents could be contributing to economic expansion.

In response to this problem, we propose that Atlantic Community College be provided with funding for the development and delivery of a comprehensive program which will integrate basic and life coping skills with career training. The project will target underemployed and enemployed limited English speakers, but the availability of the program process and materials will serve to facilitate adult education and vocational training statewide.

The primary goals of the project include the following: development of a process to identify entry level careers and training programs in high demand as well as basic, life coping, and upward mobility skills needed to function successfully in these areas; the development of an assessment instrument and curriculum which matches specialized skills to career/training areas; recruitment and delivery of instruction to students; and dissemination of the program process and materials.

ACKNOWLEDGEMENTS:

This project would not have been possible without the hard work of its coordinator, Denise Price, and the staff of the Adult Learning Center who contributed as writers or as users of the curricula in the ESL classroom. They are:

Ethel April
Mary Chatburn
Dot Dunayer
George Ann Lenard
Harvey Mendelsohn
Greg Metz
Jean McClay

Additionally, the taping, copying, etc. was heroically borne by the Media Department of Atlantic Community College and by two special staff members: Charlene Handy and Robert Wilkinson.

Finally, special thanks to to the project typists, Anne Casseta and Ruth Pasola; Jeff Hondo, On Line Computer Consultants; and the many non-English speaking students whose needs we have attempted to address and to whose future we hope we have made a lasting contribution.

Also, Atlantic Community College's Adult Learning Center would like to acknowledge the contribution of the various state agencies, training directors, supervisory personnel, and other employees of the casino industry - with special thanks to Bally's Park Place Hotel Casino for lending their facility to be photographed for the project. Also, thanks to Carole Pizzillo for her encouragement and support.

TABLE OF CONTENTS

UNIT I - Who Am I? Who Are You?
  - Personal Identification
  - Social Conversation
  - Family

UNIT II - Taking Care of Business
  - Money Matters
  - Making a Purchase
  - Community Awareness
  - Housing

UNIT III - Getting Around
  - Public Transportation
  - Going to the Doctor
  - Going to the Dentist
  - Functioning in a Restaurant

UNIT IV - All About Jobs
  - Occupations
  - Answering a Want Ad
  - Getting a Job

UNIT V - It's About Time
  - Calendar and Seasons
  - What's Your Schedule?
  - Directions

UNIT VI - Casino Jobs - On The Floor
  - Blackjack Dealer

UNIT VII - Casino Jobs - Housekeeping
  - Room Attendant

UNIT VIII - Casino Jobs - Kitchen
  - Vegetable Cook
  - Steward

UNIT IX - Casino Jobs - Restaurant
  - Bus Person

UNIT X - Casino Jobs - Receiving, Storing, and Issuing
  - Store Room Clerk

At Atlantic Community College's extension center located in Atlantic City, many casino workers - especially in-service jobs - could not speak English. Additionally, many limited speakers of English could not find employment because of a language barrier and little to no training. The College's Adult Learning Center addressed this problem through this curriculum project.

The objectives were to teach job skills along with English. The research conducted by the Learning Center staff supported these objectives. This included interviews with casino service industry personnel, Job Services workers, Department of Labor (WIN) representatives and actual student responses through an interest survey.

SUMMARY

Ten units that compose the curricula were completed. Approximately 40% of the curricula was oriented for skills in everyday living, and approximately 60% of the curricula was oriented for vocational preparation. The curricula were implemented at the Adult Learning Center by the English as a Second Language instructors and evaluations were submitted. Presently, the curricula units are undergoing final revisions and are being offered for implementation at other Adult Learning Centers.

Characteristics of the Program/Materials/Activities

Components of the Curricula

The ten units of the ESL Basic Skills Careers curricula are completed. Approximately 60% of the curricula is oriented for vocational preparation; it covers the careers of Blackjack Dealer, Room Attendant, Vegetable Cook, Steward, Bus Person, and Store Room Clerk. These units include skills needed in job hunting, such as Reading Want Ads, Completing a Job Application, and Going to an Interview. Skills needed on the job, such as Completing a Time Sheet, Reading a Work Schedule, Telling Time, and Following and Giving Directions are included. Approximately 40% of the curricula is oriented for skills in everyday living; it includes materials on Personal Identification, Social Conversation, Community Awareness, Taking Care of Money Matters, Housing, and Transportation. The components of the curricula are dialogues, listening tapes, slides, reading and math exercises, including "real-life" pieces, materials that one uses on the job or in everyday life situations.

SUMMARY (Continued)

Implementation of the Curricula

The implementation of each unit is as follows: Each dialogue can be read as the students listen to its corresponding tape. The dialogue serves a dual purpose; one is to inform the students about a particular skill or career, and the other is to allow the students to listen to the way in which the English language is spoken. Afterward, students can ask questions or make comments concerning the dialogue. Then they can practice reading it themselves. Coordinating slides which accompany each unit can be shown before, after, or during the dialogue reading. The final component consists of "real-life" pieces with correlated reading and math exercises.

ENGLISH AS A SECOND LANGUAGE BASIC SKILLS/CAREERS CURRICULUM

UNIT I

WHO AM I?/ WHO ARE YOU?

Personal Identification

- Giving: Self description
  - name
  - address
  - place of origin
  - marital status
  - telephone number
  - social security number
  - occupation
- Pronouncing numbers 1 - 10
- Pronouncing the alphabet
- Describing where you live
- Describing your job

Social Conversations

- Introducing yourself
- Introducing other people
- Greeting people
- Asking someone for a date
- Discussing likes and dislikes
- Asking personal questions
- Apologizing
- Expressing agreement
- Accepting and refusing invitations

The Family

- Identifying family members
- Asking questions about family members
- Answering questions about family members
- Recognizing terminology for extended family members

UNIT II

TAKING CARE OF BUSINESS

Money Matters

- Naming money denominations
- Making change
- Asking for change
- Borrowing money
- Lending money
- Opening a checking account
- Opening a savings account
- Getting a money order
- Writing a check
- Making a deposit
- Making a withdrawal
- Balancing a checkbook

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UNIT II (continued)

Making a Purchase

Requesting specific items in a clothing store
Expressing preference
Asking for a specific size and/or color
Asking for a receipt
Asking about the price of an item
Asking for a refund
Asking to exchange an item

Community Awareness

Identifying various buildings in the community
Naming the people who work in each place of business
Discussing the type of business that is transacted in each place.
Listing the information needed in writing an address
Addressing an envelope.
Requesting to buy a stamp/book of stamps at the Post Office
Asking for directions
Locating a building by using a map and directions
Giving Directions

Housing

Describing various rooms found in an apartment or house
Identifying various items used in each of the following rooms:
  kitchen, living room, bedroom, bathroom, laundry room, & utility room
Locating the section of the classified ads which advertises apartment rentals
Defining abbreviations used in advertisements regarding housing
Reading and explaining an advertisement for an apartment rental
Arranging utility hook-ups

UNIT III

GETTING AROUND

Public Transportation

Naming various modes of transportation
Identifying street signs and traffic symbols
Asking "When the next bus leaves/arrives"
Reading a bus schedule
Asking "What the far is" for riding the bus, jitney, etc.....

Going to the Doctor

Identifying parts of the body
Describing ailments of the body
Identifying people and objects in a doctor's office
Using the telephone directory to locate the section listing physicians
Making an appointment by phone to see the doctor
Canceling a doctor's appointment by using the phone
Making an emergency phone call to the doctor

UNIT III (continued)

Going to the Dentist

Identifying people and objects in a dentist's office
Describing various ailments in the mouth to the dentist
Locating a dentist in the phone directory
Making an appointment by phone to see the dentist
Making a visit to the dentist

Functioning in a Restaurant

Identifying people and things in a restaurant
Identifying the three main meals of the day
Reading a menu
Ordering from a menu
Determining the total amount of the bill
Determining how much tip to leave

UNIT IV

ALL ABOUT JOBS

Occupations

Identifying various professions
Discussing various duties involved with each occupation named.

Answering a Want Ad

Naming various professions
Locating the classified section of the paper for want ads
Recognizing abbreviations used in want ads
Stating a job preference
Locating an advertisement for a specific job in the want ads
Responding to a want ad in the paper by phone

Getting The Job

Completing a personal data sheet
Completing a simple job application
Completing various applications, including casino applications
Preparing a resume
Writing a cover letter
Preparing for the interview

UNIT V

IT'S ABOUT TIME

Calendar and Seasons

Identifying the four seasons of the year
Identifying the months of the year
Identifying the days of the week
Identifying seasonal activities

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UNIT V (continued)

Calendar and Seasons

Coordinating clothing with the seasons
Naming the holidays
Reading a calendar
Telling time

What's Your Schedule?

Reading a time sheet
Completing a time sheet
Reading a work schedule
Completing a work schedule

Following and Giving Directions

Listening to simple commands
Explaining simple commands
Executing simple commands
Following directions
Giving directions

Unit VI

CASINO JOBS-ON THE FLOOR

Blackjack Dealer

Identifying job title
Describing duties of the job
Describing in which area of the casino the job is located
Naming various items handled/used by the dealer
Following and giving directions

UNIT VII

CASINO JOBS-HOUSEKEEPING

Room Attendant

Identifying job title
Describing duties of the job
Describing the rooms in the immediate work area, e.g., bedroom, bathroom, etc.
Naming various items found in each room
Naming various items used to do work
Following and giving directions

UNIT VIII

CASINO JOBS - KITCHEN

Vegetable Cook

Identifying job title
Describing duties of the job

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UNIT VIII (continued)

Naming various items used to do the work
Following and giving directions

CASINO JOBS-KITCHEN

Steward

Identifying job title
Describing duties of the job
Naming various items used to do the work
Following and giving directions

UNIT IX

CASINO JOBS - RESTAURANT

Bus Person

Identifying job title
Describing duties of the job
Naming various items used to do the work
Following and giving directions

UNIT X

CASINO JOBS - RECEIVING, STORING, AND ISSUING

Store Room Clerk

Identifying job title
Describing duties of the job
Naming various items used to do the work
Following and giving directions

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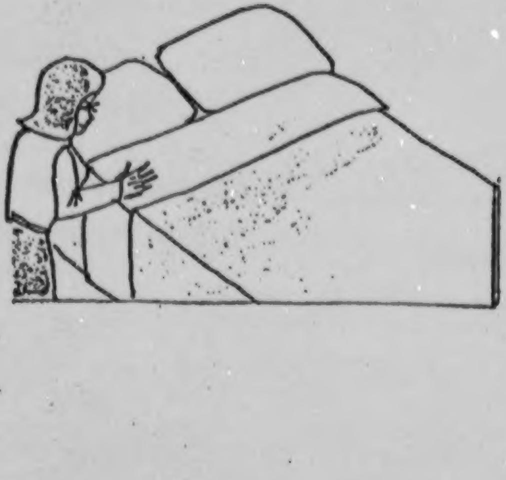
GLASS
FRAGILE
UP

ENGLISH AS A SECOND LANGUAGE
BASIC SKILLS/CAREERS/CURRICULUM

UNITS I - X



Who Am I?/Who Are You?
Discussing Likes and Dislikes
Dialogue: Benito and Ivette, friends
Subject: Asking For A Date

DIALOGUE #1

Benito: I want to go to the movies tonight, but I’m not sure what I want to see.

Ivette: How about a mystery movie?

Benito: No. I don’t like mysteries that much.

Ivette: Would you like to see "Return of the Jedi"?

Benito: Yes. That sounds great. Can you go with me?

Ivette: Sure. Let’s have dinner together too. Do you like Chinese food?

Benito: Very much! There’s a good Chinese restaurant on Atlantic Avenue.

Ivette: Good. Let’s meet there at 5:30, OK?

Benito: OK! Sounds great! See you then.

Ivette: Bye.

Slides 1,2

VOCABULARY

mystery
sounds great
together
don’t like

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Who Am I?/Who Are You?
Social Conversation
Buying Movie Tickets

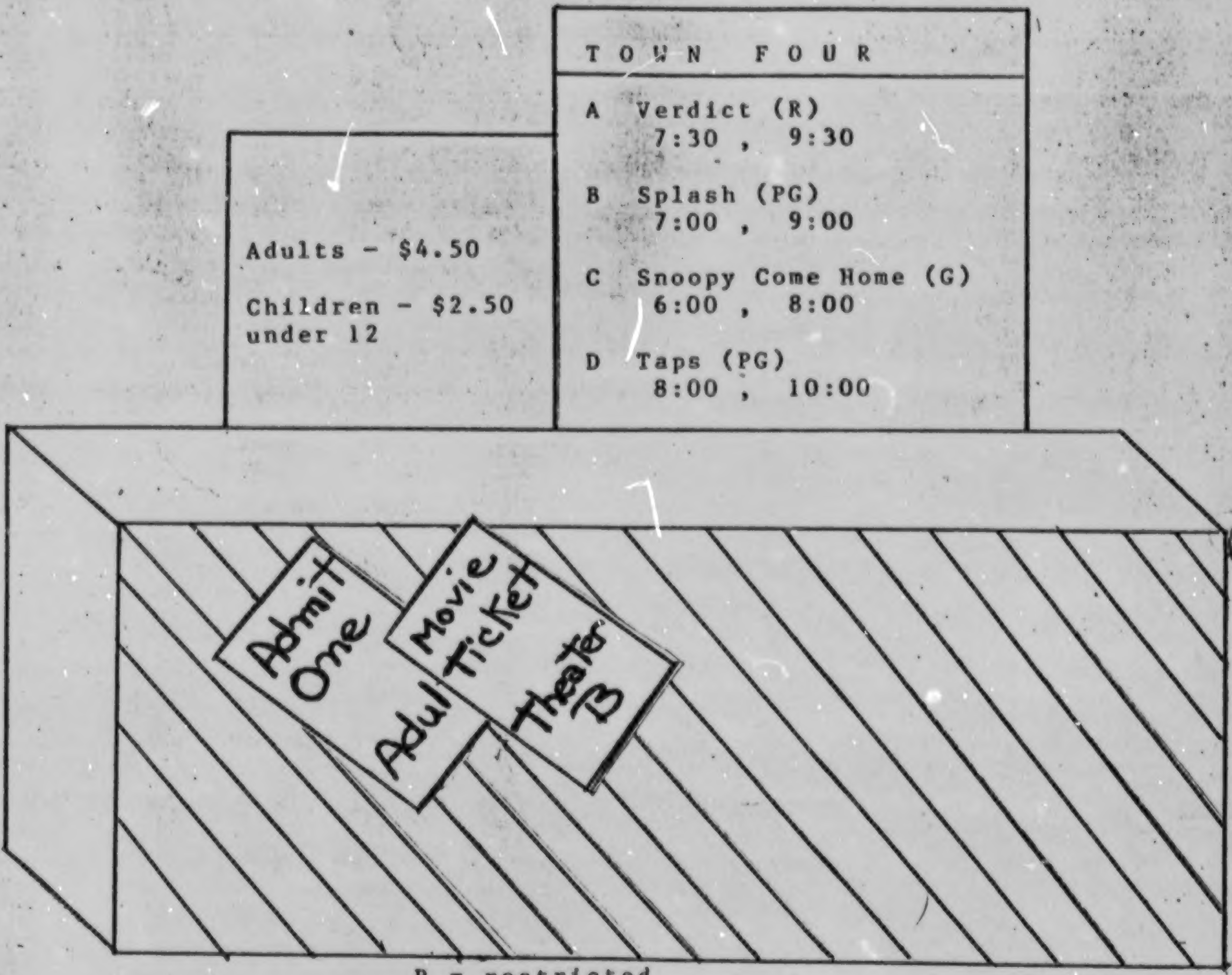
VOCABULARY

R = restricted
PG = parental guidance
G = general

movie
theater
early
late
change
show
adult
children

Who Am I?/Who Are You?
Social Conversation
Buying Movie Tickets

Theater Tickets



TOWN FOUR

A Verdict (R)
7:30 , 9:30

B Splash (PG)
7:00 , 9:00

C Snoopy Come Home (G)
6:00 , 8:00

D Taps (PG)
8:00 , 10:00

Adults - $4.50

Children - $2.50
under 12

Admit One
Adult
Movie Ticket
Theater B

R = restricted

PG = parental guidance

G = general

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Who Am I?/Who Are You?
Social Conversation
Buying Movie Tickets

Questions:

1. How many theaters are there?

2. Which movie could the whole family go to?

3. Which movie is only for adults?

4. Which movie starts the earliest?

5. Which movie begins the latest?

6. Joe wants to take his family to see Splash. He and his wife have three children. How much does it cost him?

7. Jose, Maria, Bell, and Josette go to see "The Verdict". How much change do they get from a $20.00 bill?

8. What time can you go home if you go to the early show of "Taps"?

9. What is the oldest you must be for a child's price?

10. Three adults and two children go see "Snoopy". How much did it cost?

11. What does restricted mean?

12. What is parental guidance?

Who Am I?/Who Are You?
Social Conversation
Buying Movie Tickets

Answer Key

1. 4

2. "Snoopy Come Home"

3. "Verdict"

4. "Snoopy Come Home" 6:00 PM

5. "Taps" 10:00 PM

6. $16.50

   2 at $4.50 = $9.00
   3 at $2.50 = 7.50
   $16.50

7. $2.00

   4 at $4.50 = $18.00

   $20.00
   - 18.00
   $ 2.00 change

8. 10:00 PM

9. 11 years old

10. $18.50

    3 at $4.50 = $13.50
    2 at $2.50 = 5.00
    $18.50

11. Restricted means only adults may see the movie.

12. Parental guidance indicates that parents must decide if a child is old enough to see a movie.

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Who Am I?/Who Are You?
Family
Purchasing Ballgame Tickets

VOCABULARY

- tickets
- game
- cost
- different
- afternoon
- enter
- field
- seat
- section
- row
- gate
- Sat. = Saturday

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Who Am I?/Who Are You?
Social Conversation/Discussing Likes
Dialogue: Julie and Andre, co-workers

DIALOGUE #2

Andre: Hi, Julie. How are you, today?

Julie: Hi, Andre. I'm fine. How are you?

Andre: Great. I'm getting a raise in work. Listen, would you like to go out for dinner tonight?

Julie: Yes, I'd love to. What time do you finish work?

Andre: About 6 p.m. I can pick you up at your house at 7:30. Is that OK?

Julie: That sounds good to me. Congratulations on your raise.

Andre: Thanks. We can celebrate. See you tonight!

Julie: OK.

Slides 3, 4

VOCABULARY

raise
listen
finish
pick you up
congratulations
celebrate

Who Am I?/Who Are You?
The Family and Likes
Dialogue: Roberto and Herbert, friends

DIALOGUE #3

Roberto: Do you like living here?

Herbert: Yes, I like it here. I like living near the ocean.

Roberto: So do I. Where does your family live?

Herbert: My daughter lives with me but my mother and father live in Columbia.

Roberto: Does your daughter like it here?

Herbert: No. She has a problem with school. She doesn't like it.

Roberto: Be patient. My son disliked it at first. Now he likes it very much.

Herbert: That's what the teacher told me. Thanks for listening.

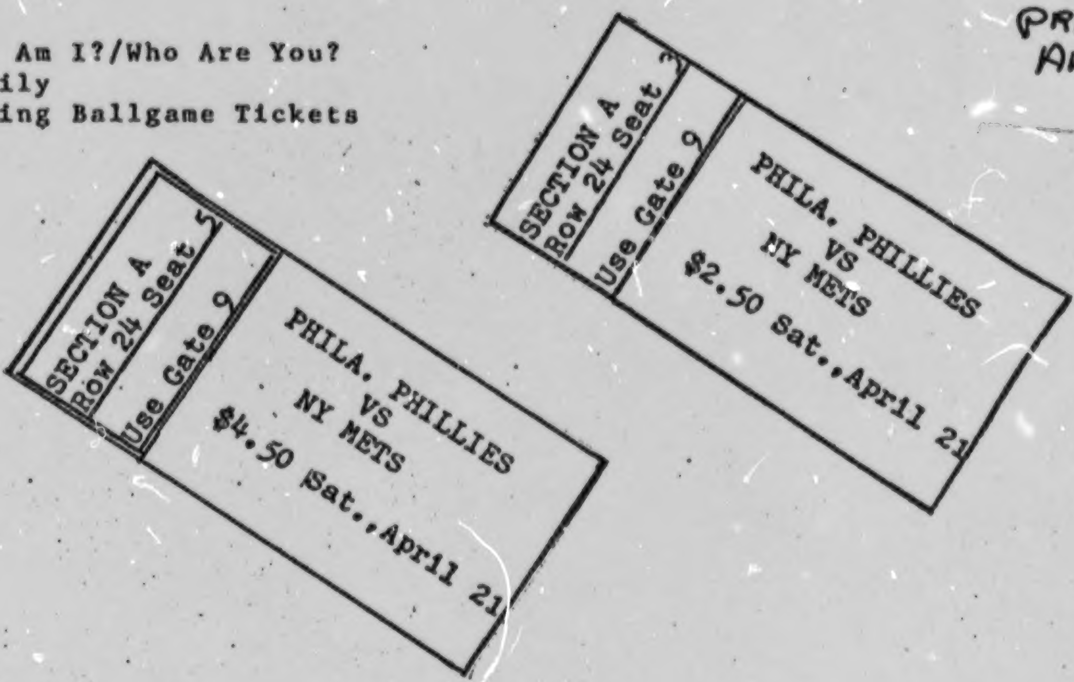
Slide 5

VOCABULARY

living
daughter
problem
patient
disliked
listening

PRINTOUT
Answer Key

Who Am I?/Who Are You?
Family
Buying Ballgame Tickets



SECTION A
Row 24 Seat 5
Use Gate 9
PHILA. PHILLIES
VS
NY METS
$4.50 Sat.,April 21

SECTION A
Row 24 Seat 3
Use Gate 9
PHILA. PHILLIES
VS
NY METS
$2.50 Sat.,April 21

Questions:

1. José bought tickets to a Phillies' game. When is he going?

2. Where will he sit?

3. How much does his ticket cost?

4. His son is going also. How much does his ticket cost?

5. What is different about the tickets?

6. Maria decides to go along also. How much will the afternoon cost for the three of them for tickets?

7. Where do they enter the field for their seats?

Who Am I?/Who Are You?
Personal Identification
Birthdates

VOCABULARY

- birthdate
- date of birth
- number
- month
- day
- year
- reason
- comma
- dash
- slanted lines
- fraction
- fractional

Who Am I?/Who Are You?
Personal Identification
Birthdates/Exercise

ANSWER KEY

1. 9 = the month September
2. 25 tells the day the person was born
3. 1971 - year this person was born
4. answers vary by student
5. answers vary by student
6. commas, dashes, and slanted lines used to separate parts of the date.
7. 12 months
8. 6/12 or 1/2
9. 3/12 or 1/4
10. 7 = July

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Who Am I?/Who Are You?
Personal Identification
Birthdates/Exercises

Birthdate: Problems

A birthdate or date of birth can be written in 3 ways:

September 25, 1971

9-25-71

9/25/71

---

1. Which number in the above date tells the month? Which month is it?

2. Which number tells the day the person was born?

3. What year was this person born?

4. Write your birthdate three ways?

5. How many months until your birthday comes?

6. Why are the commas, dashes, or slanted lines used in dates?

7. How many months are in a year?

8. Write the fraction to show 6 months?

9. Three months is what fractional part of a year?

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10. What number do you give to the month of July?

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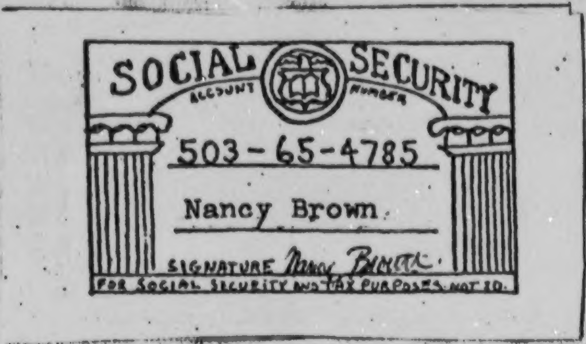
Who Am I?/Who Are You?
Personal Identification
Social Security Numbers

A social security number looks like this:


SOCIAL SECURITY
ACCOUNT NUMBER
503-65-4785
Nancy Brown
SIGNATURE
FOR SOCIAL SECURITY AND TAX PURPOSES NOT ID.

A) 1. How many numbers are in this social security number?

2. How many numbers are in the first part?

How many numbers in the second part?

How many numbers in the third part?

3. What are the dashes used for?

4. What does SS# mean?

B. Are the following social security numbers written correctly?

1. 204-37-9561
2. 40-346-4789
3. 271-456-386
4. 175-62-4893
5. 87-424-5610

Who Am I?/Who Are You?
Personal Identification
Social Security Numbers
Exercise Cont.

C. If the social security numbers are the same, write S. If they are different, write D.

1. 138-70-4210 138-07-4210 ______
2. 264-60-6060 264-60-6006 ______
3. 146-01-0110 146-01-0010 ______
4. 392-93-4767 392-93-4767 ______
5. 150-42-7934 150-42-7934 ______

D.

NAME	SS#	PHONE #
Bill Bass	139-60-4201	348-2830
Ramon Perez	266-74-9011	609-348-2010
Linda Perez	149-52-7669	822-7364
Cathy Jung	364-89-8106	215-237-9084
Hope Bass	139-62-8521	348-2830
Manya Stark	364-30-2310	609-348-8266

1. What is Manya's social security number? ______
2. What is Cathy's phone number? ______
3. What is Ramon's phone number? ______
4. What is Ramon's SS#? ______
5. What is Linda's SS#? ______

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Who Am I?/Who Are You?
Personal Identification
Social Security Numbers

VOCABULARY

social security number
SS #
dashes

Who Am I?/Who Are You?
Personal Identification
Social Security Numbers

Answer Key

A. 1. 9 numbers

2. 3 numbers
   2 numbers
   4 numbers

3. To separate the sections.

4. social security number

B. 1. yes
2. no
3. no
4. yes
5. no

C. 1. D
2. D
3. D
4. S
5. S

D. 1. 364-30-2310
2. 215-237-9084
3. 609-348-2010
4. 266-74-9011
5. 149-52-7669

Who Am I?/Who Are You?
Social Conversation
Making A Telephone Call

VOCABULARY

- telephone (phone) number
- area code
- digits
- emergency
- dialing
- local call
- collect call
- pay call
- information
- operator

Who Am I?/Who Are You?
Social Conversation
Making A Telephone Call

These are the NUMBERS you find in telephone numbers.

0	oh (zero)
1	one
2	two
3	three
4	four
5	five
6	six
7	seven
8	eight
9	nine

Reading Exercise

What's your telephone number?

609-822-8246	Area code six oh nine. Eight two two, eight two four six.
609-348-5673	Area code six oh nine. Five six eight, five six seven three.
201-476-1995	Area code two oh one. Four seven six, one nine nine five.
215-527-0163	Area code two one five. Five two seven, oh one six three.

Who Am I?/Who Are You?
Social Conversation
Making A Telephone Call

Questions:

A) 1. How many digits are in a telephone number?(Do not count area code.)

2. What is an area code?

3. How many numbers are in an area code?

4. When do you use an area code?

5. Which number do you dial in an emergency?

6. Who do you call to get someone's phone number? What is that number?

7. Who can you call when you are having trouble dialing a number?

8. How much does it cost to make a local call on a pay phone?

9. What is a collect phone call?

B) If the telephone numbers are the same, write S. If they are different, write D.

1.	266-1110	626-1110	______
2.	609-266-3042	215-266-3042	______
3.	212-707-2357	212-707-2537	______
4.	823-9897	823-9879	______
5.	348-2122	384-2122	______

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Who Am I?/Who Are You?
Social Conversation
Making A Telephone Call

Questions Cont.

C)

NAME	TELEPHONE NUMBER
Rocky Villa	348-3276
Mary Stone	663-9201
Roy Perez	609-662-8430
Kim Young	822-1804
Miguel Rivera	215-237-4890
Manya Christop	348-7660
Angel Tavaros	609-823-9898
Lee Phong	348-7600
Terry Wilson	822-1647
Bill Stone	663-9201

1. What is Miguel´s telephone number?

2. What is Mary´s telephone number?

3. What is Roy´s telephone number?

4. What is Manya´s phone number?

5. Who has this phone number 609-823-9898?

6. Who has this number 348-7660?

7. Who has this number 822-1804?

8. Who has this phone number 823-9889?

9. Is Terry´s number 822-1467?

10. Which two people have the same telephone number?

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Who Am I?/Who Are You?
Social Conversation
Making A Telephone Call

Answer Key

A) 1. 7 digits

2. An area code tells which part of the country the call is going to.

3. 3 digits

4. Use an area code to dial outside the local area.

5. 911 for emergency

6. Operator, information, 411

7. the operator

8. $.20

9. Collect call means the person who you are calling pays the bill.

B) 1. D
2. D
3. D
4. D
5. D

C) 1. 215-237-4890

2. 663-9201

3. 609-662-8430

4. 348-5043

5. Angel Tavaros

6. Manya Christop

7. Kim Young

8. no one

9. No

10. Mary Stone
Bill Stone

Who Am I?/Who Are You?
Social Conversations/Family
Dialogue: Lisa and Naomi, friends
David, Naomi's brother

DIALOGUE #4

Lisa: Hello, Naomi. How are you?

Naomi: I m feeling great today. It's my birthday.

Lisa: Happy Birthday! Are you going to have a party?

Naomi: Yes, tonight at 8 p.m. Can you come? It's at my house.

Lisa: I'd love to.

Naomi: Here comes my brother. Do you know him?

Lisa: No, I don't. He's cute!

Naomi: Hi, David! Come here. I want you to meet someone.

David: Hi, Sis. Happy Birthday! Whose your friend?

Naomi: David, this is my good friend, Lisa.

David: Hello, Lisa. It's nice to meet you.

Lisa: Hello, David. Are you going to Naomi's birthday party tonight?

David: I wouldn't miss it. She's my favorite sister.

Lisa: I wouldn't miss it either. See you tonight!

Naomi: OK. Bye now.

David: See you later.

VOCABULARY

Slides 6-10

meet someone
whose
favorite
feeling

Who Am I?/Who Are You?
Introducing Other People
Dialogue: Martha and Juanita, friends
Alberto, New Student

DIALOGUE #5

(School Cafeteria)

Juanita: Look. There's a new student sitting alone. Let's go—over and introduce ourselves.

Martha: OK. That's a good idea.

Juanita: Hello. We are students here. My name's Juanita. This is Martha. What's your name?

Alberto: Hi! My name's Alberto. I'm glad to meet you. Please sit down. I'm a student here too. I'm from Columbia.

Martha: So am I.

Alberto: Where are you from Juanita?

Juanita: I'm from Puerto Rico and Susan's from China.

Alberto: It's nice to meet all of you. Do you want some coffee?

Martha: No. We're on our way to class. It's nine o'clock. Are you going to class now?

Alberto: Yes.

Martha: Let's all walk together.

Alberto: That's fine with me.

Slides 11-17

VOCABULARY

cafeteria
introduce
ourselves
together

Who Am I?/Who Are You?
Personal Identification/Social Conversation
Dialogue: Maria and Juanita

DIALOGUE #6

Maria: Hello, my name's Maria. What's yours?

Juanita: My name is Juanita. It is very nice to meet you. Where are you from?

Maria: I came here from Mexico. Where are you from?

Juanita: I'm from Puerto Rico. This city is not like my hometown. It is very cold here.

Maria: Mexico is very warm, too. Do you live in an apartment?

Juanita: No, I live in a house on Atlantic Avenue.

Maria: I like talking to you. I hope we can be friends.

Slide 18

Who Am I?/Who Are You
Personal Identification/Social Conversation
Dialogue: Maria and Juanita

DIALOGUE #7

Maria: So, Juanita, how do you like English classes, here?

Juanita: I like them. Everyday I learn new words. My husband and I try to practice English at home.

Maria: Does your husband like coming to English classes.

Juanita: Yes. But when he forgets how to say words in Enlgish, he starts to speak Spanish.

Maria: That´s hard not to do. Spanish is easier.

Juanita: Yes. But we can´t get better at speaking English that way. The more we speak our new language, the better we can speak it.

Maria: Juanita, look who is coming this way. It´s my husband, Tony. Now is your chance to meet him. I can introduce you.

Juanita: That´s funny. He is talking with my husband, Bill. They are probably talking about English classes too.

Slide 18

Who Am I?/Who Are You?
Personal Identification/Social Conversation
Dialogue: Maria and Tony, Juanita and Bill

DIALOGUE #8

Maria: Juanita, I want you to meet my husband, Tony. Tony, this is my friend, Juanita.

Tony: It's nice to meet you, Juanita.

Juanita: It's nice to meet you too. Maria, I want you to meet my husband, Bill.

Maria: It's nice to meet you, Bill.

Bill: It's nice to meet you too.

Juanita: Well, it looks like you two men already met each other. Are you talking about English classes too?

Bill: We are talking about what country we are from.

Tony: We are from Mexico and it's lonely without our family.

Bill: I know what you mean. Juanita and I are far from home also. It is nice to have new friends who speak our language.

Tony: Maria and I are trying to learn English. It's easier to live here where we can speak the language better.

Bill: You're right. I can get a better job where I work when I learn more English, too.

Tony: We must try very hard to only speak English.

Slide 19

Who Am I?/Who Are You?
Personal Identification/Social Conversation
Dialogue: Bill and Tony

DIALOGUE #9

Tony:	Maria told me that you are a chef. That must be an exciting job.
Bill:	I love my job. Everyday I cook new and different foods. It's exciting putting good meals together for people. Some day I'd like to own my own restaurant. What is your job?
Tony:	I am a bellhop at a casino hotel. It is a good job I like meeting new people all the time. I make a good living for my family.
Bill:	My boss says I am a hard worker. I'm glad he likes my work.
Tony:	One day my English will be better and I will get a better job.

Slide 20

Who Am I?/Who Are You?
Social Conversation
Dialogue: Mai Ling and Keon

DIALOGUE #10

Mai Ling: Oh Oh.

Keon: What's the matter?

Mai Ling: I don't know how to work this vending machine.

Keon: Oh, it isn't hard to use. I can show you. What do you want to get from this machine?

Mai Ling: I want that bag of potatoe chips.

Keon: O.K. See the numbers next to it. That's how much it costs.

Mai Ling: O.K. It says $0.30. I have that all ready: Now what?

Keon: See the sign underneath the potatoe chips. It has a letter and a number.

Mai Ling: Yes. It says C-5.

Keon: All right. Now come over here and put your 30 cents right here where it says "Deposit Coin".

Mai Ling: (She deposits coins.) Now what?

Keon: Now come over here to the buttons, and push the letter C, and the number 5.

(She pushes the buttons and her selection comes out.)

Mai Ling: There's my potatoe chips. Thank you very much!

Keon: It's my pleasure to help.

Slides 21-25

Who AM I?/Who Are You?
Personal Identification/Self Description
Dialogue: Pusan and Mai Ling

DIALOGUE #11

Pusan: Hello, my name is Pusan. I am new in this class. What is your name?

Mai Ling: My name is Mai Ling. This is a good school. We work very hard to study English.

Pusan: I am from Korea. I have only been in this country for 4 months. how long have you been here?

Mai Ling: I came a year ago from Hong Kong. I am an artist and would like to study American Art before I go home.

Pusan: I am a nurse and I would like to get a job in a hospital. First, I must improve my English.

Mai Ling: Where do you live? I would be glad to meet you to come to class. I live on Second Avenue.

Pusan: That's good because I live on Oak Avenue near Third.

Who Am I?/Who Are You?
Personal Identification/ Self Description
Dialogue: Mai Ling and Pusan

DIALOGUE #12

Mai Ling: I'm glad you are with me to come to school. I know how you feel being here such a short time.

Pusan: I'm sure once my English is better, I will not feel so afraid. It is very difficult being someplace where no one speaks your language.

Mai Ling: What is your phone number? I would like to call you so we can talk.

Pusan: My phone number is 487-7729. I live with my Aunt and Uncle. They are very kind to me.

Mai Ling: I live with my older sister. She moved here three years ago. My number is 347-4747.

Pusan: Thank you for being so kind to me.

Who Am I?/Who Are You?
Personal Identification/Social Conversation
Dialogue: Maria and Juanita

DIALOGUE #13

(sitting in the park)

Juanita:	The weather is beautiful today. Isn't it pretty here in the park.
Maria:	Yes. But it reminds me of a place very much like this in Mexico. My sister and I used to go there often. I miss my family, especially my mother, father, and sister.
Juanita:	I agree with you. I also miss my family. Bill and I moved here so Bill could use his education. He is a chef.
Maria:	I'm sorry for making you feel sad. Tony says I have to learn to make new friends.
Juanita:	He's right. I am glad we are friends.
Maria:	Me too.

Who Am I?/Who Are You?
Social Conversations/Family
Dialogue: Giovanna and Martha, friends

DIALOGUE #14

Giovanna: Martha, my parents are coming to visit me today. I would like you to meet them.

Martha: Thank you. Where are they from?

Giovanna: They are from New York. They've been living there for 5 years now. They come down to see me often.

Martha: Do you know what time they're coming?

Giovanna: I expect them any minute. Look, here's a car pulling-up now. I think it's Mom and Dad.

(Knock at the door)
Giovanna: (hugging parents) Hello, Mom. Hello, Dad. It's so good to see you. I've been missing you. I want you to meet my good friend, Martha.

Mrs. Diaz: It's so nice to meet you, Martha. Our daughter tells us so much about you.

Mr. Diaz: It's nice to meet you, Martha.

Martha: It's nice to meet you, Mr. and Mrs. Diaz.

Giovanna: Martha is invited to have dinner with us, Mom and Dad.

Mrs. Diaz: That's good. We can get to know your friend much better.

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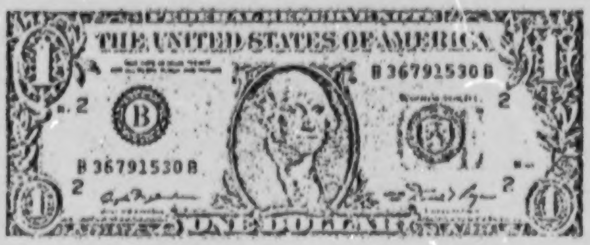
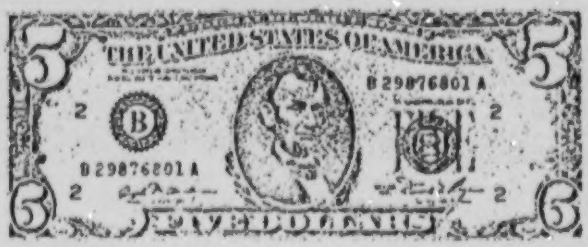
United States Money

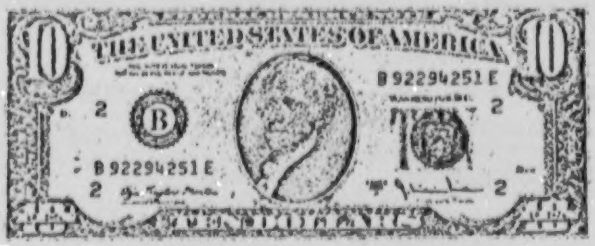
We use the words on the first line to say the names of the bills:
This is a one-dollar bill.
We use the words on the second line to talk about amounts:
I have one dollar.
I need a buck.


THE UNITED STATES OF AMERICA

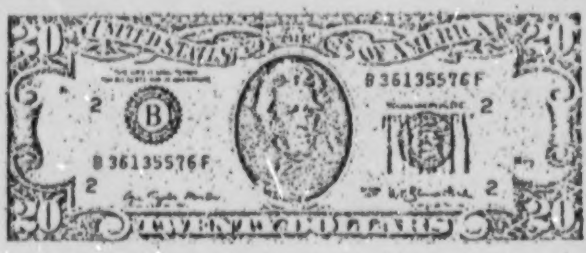
a one-dollar bill
one dollar; a buck


THE UNITED STATES OF AMERICA

a five-dollar bill
five dollars; five bucks

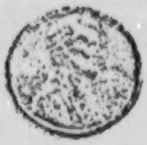

THE UNITED STATES OF AMERICA

a ten-dollar bill
ten dollars; ten bucks

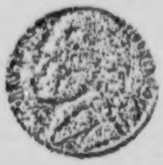


a twenty-dollar bill
twenty dollars; twenty bucks

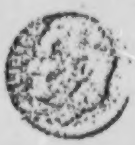
We use the words on the first line to say the names of the coins:
This is a penny.
We use the words on the second line to talk about amounts:
I have one cent.



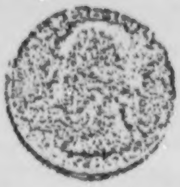
a penny
one cent



a nickel
five cents



a dime
ten cents



a quarter
twenty-five cents

Taking Care of Business
Money Matters
Math Exercise/Money Recognition

How much money is in each Picture?

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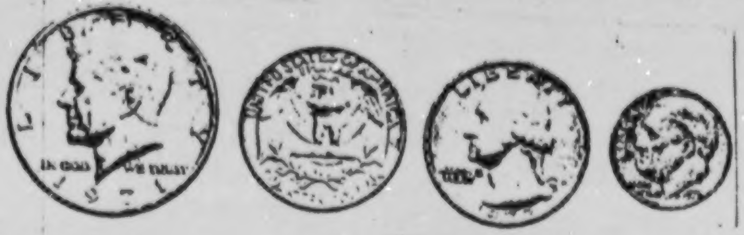
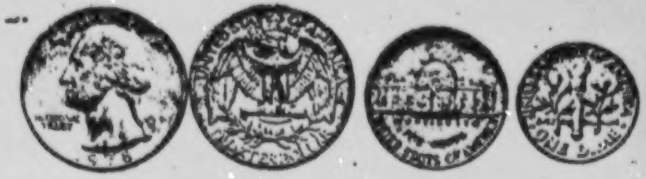
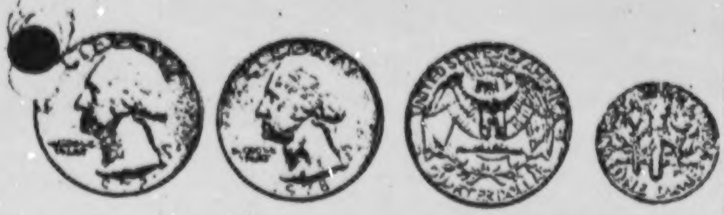
one cent =	1¢ =	$.01
five cents =	5¢ =	$.05
ten cents =	10¢ =	$.10
twenty-five cents =	25¢ =	$.25
fifty cents =	50¢ =	$.50
one dollar =	100¢ =	$1.00
five dollars =		$5.00
ten dollars =		$10.00



A.

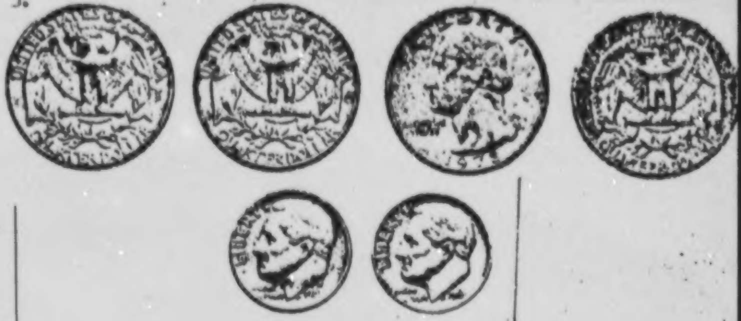
B

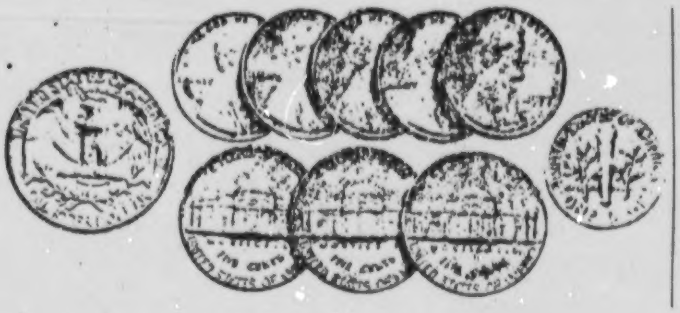




C

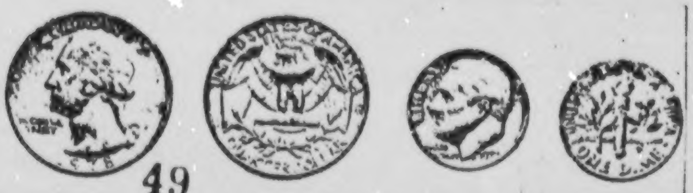
D.





E.

F.



Taking Care of Business
Money Matters
Math Exercise/Money Recognition

ANSWER KEY

A. $1.10

one half dollar = $0.50
two quarters = $0.50
one dime = $1.10
$1.10

B. $0.65

two quarters = $0.50
one nickel = $0.05
one dime = $0.10
$0.65

C. $0.85

three quarters = $0.75
one dime = $0.10
$0.85

D. $1.20

four quarters = $1.00
two dimes = $0.20
$1.20

E. $0.55

one quarter = $0.25
three nickels = $0.15
one dime = $0.10
five pennies = $0.05
$0.55

F. $0.70

two quarters = $0.50
two dimes = $0.20
$0.70

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Taking Care of Business
Money Matters
Math Exercise/Working With Money

1. Joe gave Jim a quarter, a nickel, and a dime. How much does Jim have?

2. Mark gave his son two half-dollars. How much does Mark have?

3. A quarter is the same as how many pennies?

4. A dime is the same as how many nickels?

5. How many nickels are in a quarter?

6. Match the word with the amount. Place the letter of the amount on the line next to the word.

    1. penny _______
    2. nickel _______
    3. dime ______
    4. quarter _______
    5. half-dollar ______
    6. dollar _______

    A. $0.10
    B. $1.00
    C. $0.50
    D. $0.05
    E. $0.01
    F. $0.25

7. Kathy loans Julia $1.75 to buy some things at the store. When she gets home Julia wants to pay back her friend but only has a $10.00 bill. How much change does she get from Kathy?

8. What is the total amount of money?

    a. three pennies, two nickels, one dime, and two quarters.

    b. one nickel, three dimes, one quarter, and one half-dollar.

    c. seven pennies, four nickels, and two quarters

    d. two pennies, two nickels, two dimes, and one half-dollar.

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Taking Care of Business
Money Matters
Math Exercise/Working With Money (Cont.)

9. Joan buys a birthday card for $0.77. How much change does she get from $1.00?

10. Harry asks his mother for money. She gives him three dollar bills, one half dollar, four quarters and five dimes. How much does she give him?

11. Marta buys a loaf of bread for $0.92, a half-gallon of milk for $1.05 and butter for $0.79. How much do these items cost her?

12. Louise wants to buy a dress for $57.00. She only has $15.00 with her, so she puts it on lay-a-way. How much does she owe on the dress?

Taking Care of Business
Money Matters
Math Exercise/Working With Money

Answer Key

1. $0.40

$0.25
$0.05
$0.10
$0.40

2. $1.00

3. 25 pennies

4. 2 nickles

5. 5 nickels

6. 1 E
2 D
3 A
4 F
5 C
6 B

7. $8.25

$10.00
- 1.75
$ 8.25

8. a - $0.73
b - $1.10
c - $0.77
d - $0.82

9. $0.23

$1.00
-0.77
$0.23

10. $5.00

$3.00
$0.50
$1.00
+0.50
$5.00

11. $2.76

$0.92
$1.05
+0.79
$2.76

12. $42.00

$57.00
-15.00
$42.00

Taking Care Of Business
Money Matters
Math Exercises/Percentage

Sample Percent Problem

25% = .25

Percent of a number means to multiply. Example:

Joe buys a table for 25% off the original price which is $300.00. What does he pay for the table?

$$\begin{array}{r} \$300.00 \\ \underline{\times \quad .25} \\ 1500 \\ \underline{600} \\ \$75.00 \end{array} = \text{amount of discount}$$

$$\begin{array}{rl} \$300.00 & = \text{original price} \\ \underline{-\ 75.00} & = \text{discount} \\ \$225.00 & = \text{sale price} \end{array}$$

Taking Care of Business
Money Matters
Math Exercise/Percentage

1. Bill Jones buys a suit at a 35% off sale. The suit originally costs $85.00. What does Bill pay for it?

2. Juanita and José need to borrow money to buy a car. They borrow $5,000.00 at 12% interest. How much interest do they pay at the end of the year?

3. After two years Alicia and Juan have paid $3,300 toward the total cost of the car of $5,000.00. How much more do they have to pay on the car?

4. Mark takes medicines for high blood pressure. It costs him $16.50 a month. How much does it cost him in one year?

5. Gloria takes the bus to work. She puts the money in the slot. Today she puts in one quarter, four dimes, and two nickels. How much is the bus fare?

Taking Care of Business
Money Matters
Math Exercise/Percentage

ANSWER KEY

1. $29.75

$85.00
x0.35
425
255
$29.75 = discount

$85.00
-29.75
$55.25 amount paid

2. $600.00

$500.00
x .12
10000
5000
$600.00 = interest

3. $1700.00

$5000.00
-3300.00
$1700.00 = still owe

4. $198.00

$16.50
x 12
3300
1650
$198.00 a year

5. $0.75

on quarter = $0.25
four dimes = $0.40
two nickels = $0.10
Fare $0.75

Taking Care of Business
Money Matters
Math Exercise/Percentage

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VOCABULARY

- savings account
- checking account
- address
- previous address
- employment
- personal ID
- driver´s license
- telephone
- social security number
- date of birth
- deposit
- cash
- check

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Taking Care of Business
Money Matters
Dialogue: Teller and Customer
Subject: Opening a Checking Account

DIALOGUE #1

Teller: Good morning ma'am. Can I help you?

Customer: Yes, please. I want to open an account here.

Teller: Fine. What kind of account do you want to open?

Customer: A checking account.

Teller: Do you have any accounts with our bank, now?

Customer: No, I don't.

Teller: All right. You need to speak with the woman sitting at that desk over there.

Customer: Why can't I open the account with you?

Teller: We tellers don't handle new accounts. Mrs. Hodgis takes care of that. She asks some questions and fills out forms.

Customer: Thank you, Miss. I'm going to see her now.

Taking Care of Business
Money Matters
Dialogue: Assistant Manager and Customer
Subject: Opening a Checking Account

DIALOGUE #2

Assistant Manager: Good day, ma'am. Can I help you?

Customer: Yes, please. I want to open a checking account.

Assistant Manager: Sit down please. Is this your first account with our bank?

Customer: Yes, it is.

Assistant Manager: What is your name?

Customer: Ann Talavera.

Assistant Manager: And what is your address?

Customer: 109 Baltic Avenue, Atlantic City, New Jersey.

Assistant Manager: What is your zip code?

Customer: 08401.

Assistant Manager: Next, I need your telephone number, please.

Customer: 345-4440.

Assistant Manager: O.K. I need your social security number and your driver's liscense number.

Customer (Pause): Here are both cards.

Assistant Manager: Excuse me a minute while I copy these numbers.

Taking Care of Business
Money Matters
Dialogue: Assistant Manager and Customer
Subject: Opening a Checking Account

DIALOGUE #3

Assistant Manager: Here are your cards, ma'am. I have the information I need.

Customer: Thank you.

Assistant Manager: Are you employed Ms. Talvera?

Customer: Yes. I work at Resorts International.

Assistant Manager: What is the address and your phone number at work?

Customer: North Carolina Avenue and the Boardwalk in Atlantic City. The zip code is 08401 and the telephone number is 348-2640.

Assistant Manager: All right. Trust Bank requires a $50.00 deposit to open a checking account. How much do you want to deposit, Ms. Talvera?

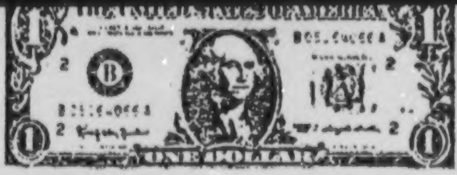
Customer: I have one hundred dollars for you. (Pause) Here you are.

Assistant Manager: Thank you. Well. Here's our selection of checks we can print for you. Please select one.

Customer: I like the blue-colored one with the picture of the seagull on it.

Assistant Manager: Very well. Your new checks are going to take two weeks before they're ready. You can use these in the meantime. We're glad to have you banking with us at Trust Bank.

Customer: Thank you.


THE UNITED STATES OF AMERICA
ONE DOLLAR

Taking Care of Business
Money Matters
Opening An Account

TRUST BANK
1400 ATLANTIC AVENUE
ATLANTIC CITY, N.J. 08401

NEW ACCOUNT REPORT

ACCOUNT NUMBER ____________

DATE 5/25/84

1. NAME Ana Talavera

TELEPHONE (609) 345-4440

SOC. SEC. 139-30-6880

STREET 109 Baltic Avenue

TAX ID # ____________

CITY Atlantic City, N.J. 08401

DATE OF BIRTH 4/18/50

How long at above address? 2 years

If less than one year, give previous address:

If less than five years in NJ, give address of previous state.

out of country

2. PREVIOUS BANKING AFFILIATION:

Name of Bank ____________

Branch ____________

Street ____________

Type of Account ____________

City ____________

Account Number ____________

3. EMPLOYMENT:

NAME Resort's International

STREET North Carolina and Boardwalk

CITY Atlantic City, N.J. 08401

Telephone 348-2640

4. PERSONAL ID:

NJ Driver's License: T 60381510104045

5. ACCOUNT OPENED BY: ____________

Bank Verification: ____________

Employment Verification: ____________

6. TYPE OF OPENING DEPOSIT:

Cash $ 50.00

Personal Check $ ____________

Maker ____________

Account Number ____________

Drawn on ____________

Other Check $ ____________

Maker ____________

Account Number ____________

Drawn On ____________

Government Check $ ____________

Maker ____________

Account Number ____________

Drawn On ____________

Check # ____________

Symbol ____________

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Taking Care of Business
Money Matters
Opening An Account

QUESTIONS

1. What is the name of the bank?
2. Who wants to open the account?
3. Where does Ana live?
4. How long has Ana lived at her address?
5. What is Ana´s telephone number?
6. What is the date?
7. How much money does Ana want to deposit?
8. What is Ana´s social security number?
9. What is Ana´s license number?
10. What does previous address mean?

Taking Care of Business
Money Matters
Opening An Account

ANSWER KEY

1. Trust Bank
2. Ana Talavern
3. 109 Baltic Avenue, Atlantic City, N.J. 08401
4. 2 years
5. (609)345-4440
6. 5/25/84
7. $50.00
8. 139-30-6880
9. T603815 1010 4045
10. Where you used to live.

Taking Care of Business
Money Matters
Filling Out An Account Application

Fill out the application on the next page. Use the information below:

Sue Lin lives at 4 Tree Lane, Absecon, N.J. 08021

Sue has lived here for 6 years.

Sue's telephone number is 646-7171.

Her social security number is 138-67-9078.

Her date of birth is 4-24-52.

Sue works at Dale's.

Dale's is on the White Horse Pike, Absecon, N.J. 08021.

Dale's telephone number is 646-2000.

Sue wants to deposit $75.00.

The date is 9-22-84.

TRUST BANK
1400 ATLANTIC AVENUE
ATLANTIC CITY, N.J.08401

NEW ACCOUNT REPORT

ACCOUNT NUMBER____________________

DATE____________________

1. NAME____________________

____

STREET____________________

CITY____________________

How long at above address?____________________

If less than one year, give previous address:

____

____

TELEPHONE____________________

SOC. SEC.____________________

TAX ID #____________________

DATE OF BIRTH____________________

If less than five years in NJ, give address of previous state.

____

____

2. PREVIOUS BANKING AFFILIATION:

Name of Bank____________________

Street____________________

City____________________

Branch____________________

Type of Account____________________

Account Number____________________

3. EMPLOYMENT:

NAME____________________

STREET____________________

CITY____________________

Telephone____________________

4. PERSONAL ID:

NJ Driver's License:____________________

____

5. ACCOUNT OPENED BY:____________________

Bank Verification:____________________

Employment Verification:____________________

6. TYPE OF OPENING DEPOSIT:

Cash $____________________

Personal Check $____________________

Maker____________________

Account Number____________________

Drawn on____________________

Other Check $____________________

Maker____________________

Account Number____________________

Drawn On____________________

Government Check $____________________

Maker____________________

Account Number____________________

Drawn On____________________

Check #____________________

Symbol____________________

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Taking Care of Business
Money Matters
Filling Out An Account Application

ANSWER KEY

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TRUST BANK
1400 ATLANTIC AVENUE
ATLANTIC CITY, N.J. 08401

NEW ACCOUNT REPORT

ACCOUNT NUMBER

DATE 9-22-84

1. NAME Sue Lin

TELEPHONE 646-7171

SOC. SEC. 138-67-9078

STREET 4 Tree Lane

TAX ID #

CITY Absecon, N J 08201

DATE OF BIRTH 4-24-52

How long at above address?

If less than one year, give previous address:

If less than five years in NJ, give address of previous state.

2. PREVIOUS BANKING AFFILIATION:

Name of Bank

Branch

Street

Type of Account

City

Account Number

3. EMPLOYMENT:

NAME Dale's
STREET White Horse Pike
CITY Absecon, N.J. 08201
Telephone 646-2000

4. PERSONAL ID:

NJ Driver's License:

5. ACCOUNT OPENED BY:

Bank Verification:

Employment Verification:

6. TYPE OF OPENING DEPOSIT:

Cash $ 75.00

Personal Check $
Maker
Account Number
Drawn on

Other Check $
Maker
Account Number
Drawn On

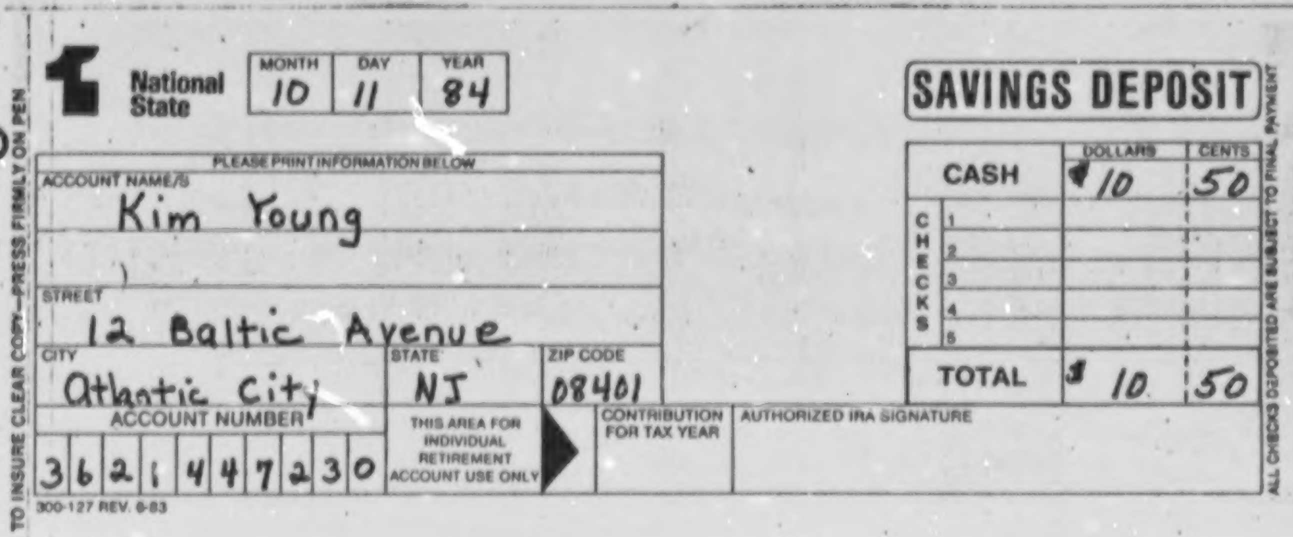
Government Check $
Maker
Account Number
Drawn On
Check #

Taking Care of Business
Money Matters
Depositing Money In A Savings Account

VOCABULARY

account name
account number
dollars
cents
total

Taking Care of Business
Money Matters
Depositing Money In A Savings Account



TO INSURE CLEAR COPY—PRESS FIRMLY ON PEN

National State

MONTH	DAY	YEAR
10	11	84

SAVINGS DEPOSIT

PLEASE PRINT INFORMATION BELOW

ACCOUNT NAME/S Kim Young

STREET 12 Baltic Avenue

CITY	STATE	ZIP CODE
Atlantic City	NJ	08401

ACCOUNT NUMBER 3 6 2 1 4 4 7 2 3 0

THIS AREA FOR INDIVIDUAL RETIREMENT ACCOUNT USE ONLY

CONTRIBUTION FOR TAX YEAR

AUTHORIZED IRA SIGNATURE

		DOLLARS	CENTS
CASH		$ 10	50
CHECKS	1		
	2		
	3		
	4		
	5		
TOTAL		$ 10	50

ALL CHECKS DEPOSITED ARE SUBJECT TO FINAL PAYMENT

300-127 REV. 6-83

QUESTIONS

1. What is the name of the bank?
2. Who owns this account?
3. How much money does Kim want to deposit?
4. What kind of despoit slip is this?
5. What is Kim's address?
6. What is the date?
7. What is Kim's account number?
8. Does Kim want to deposit cash or checks?

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Taking Care of Business
Money Matters
Depositing Money In A Savings Account

ANSWER KEY

1. National State
2. Kim Young
3. $10.50
4. Savings
5. 12 Baltic Avenue, Atlantic City, N.J. 08401
6. 10-11-84
7. 362-144-7320
8. cash

Taking Care of Business
Money Matters
Filling Out A Savings Account Deposit Slip

Fill out this deposit slip. Use the information below:

Joe Santiago lives at 62 Main Street, Somers Point, N. J. 08244.

Joe's account number is 525 2684908.

Joe wants to deposit $28.75 in cash.

The date is September 20, 1984.

TO INSURE CLEAR COPY—PRESS FIRMLY ON PEN

National State

MONTH	DAY	YEAR

SAVINGS DEPOSIT

PLEASE PRINT INFORMATION BELOW

ACCOUNT NAME/S

STREET

CITY

STATE

ZIP CODE

ACCOUNT NUMBER

THIS AREA FOR INDIVIDUAL RETIREMENT ACCOUNT USE ONLY

CONTRIBUTION FOR TAX YEAR

AUTHORIZED IRA SIGNATURE

		DOLLARS	CENTS
CASH			
CHECKS	1		
	2		
	3		
	4		
	5		
TOTAL			

ALL CHECKS DEPOSITED ARE SUBJECT TO FINAL PAYMENT

300-127 REV. 8-83

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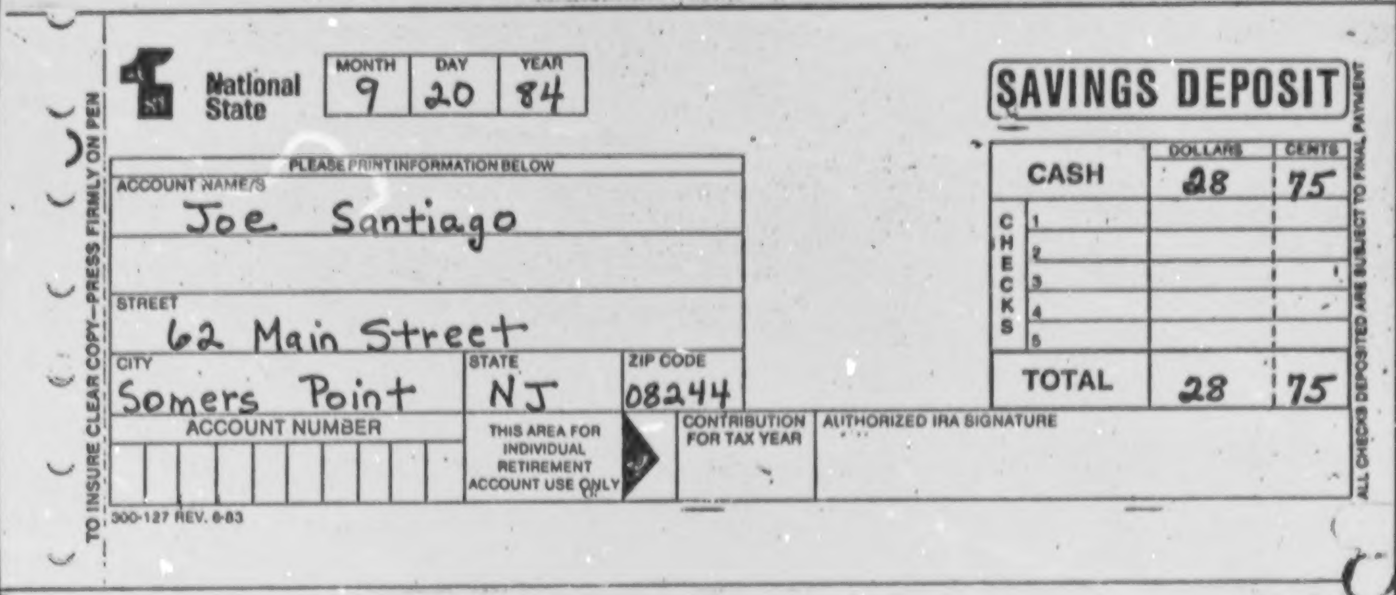
#2

BEST COPY AVAILABLE

Taking Care of Business
Money Matters
Filling Out A Savings Account Deposit Slip

ANSWER KEY



TO INSURE CLEAR COPY—PRESS FIRMLY ON PEN

National State

MONTH	DAY	YEAR
9	20	84

SAVINGS DEPOSIT

PLEASE PRINT INFORMATION BELOW

ACCOUNT NAME/S: Joe Santiago

STREET: 62 Main Street

CITY: Somers Point

STATE: NJ

ZIP CODE: 08244

ACCOUNT NUMBER:

THIS AREA FOR INDIVIDUAL RETIREMENT ACCOUNT USE ONLY

CONTRIBUTION FOR TAX YEAR

AUTHORIZED IRA SIGNATURE

		DOLLARS	CENTS
CASH		28	75
CHECKS	1		
	2		
	3		
	4		
	5		
TOTAL		28	75

ALL CHECKS DEPOSITED ARE SUBJECT TO FINAL PAYMENT

300-127 REV. 6-83

Taking Care of Business
Money Matters
Filling Out A Withdrawal Slip

VOCABULARY

- authorized signature
- amount of withdrawal
- teller

Taking Care of Business
Money Matters
Withdrawing Money From A Savings Account

ANSWER KEY

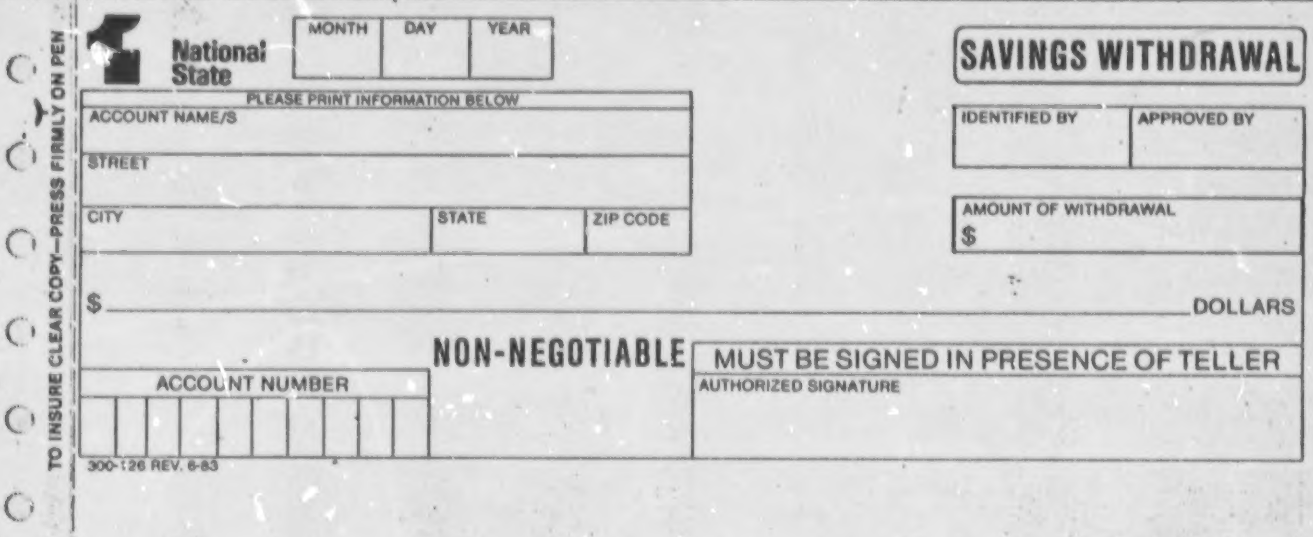
1. National Bank
2. Jose Rivera
3. $45.50
4. 6639248366
5. A person writing his/her own name.
6. 12-6-84
7. the teller

Taking Care of Business
Money Matters
Filling Out A withdrawal Slip

Fill out this withdrawal slip. Use the information below:

Ky Thong lives at 1442 Hart Avenue,
Ocean City, New Jersey 08624.

Ky's account number is 1234567890.
Ky wants to withdraw $48.35.
The date is March 15, 1984.



TO INSURE CLEAR COPY—PRESS FIRMLY ON PEN

National State

MONTH	DAY	YEAR

SAVINGS WITHDRAWAL

PLEASE PRINT INFORMATION BELOW

ACCOUNT NAME/S		
STREET		
CITY	STATE	ZIP CODE

IDENTIFIED BY	APPROVED BY

AMOUNT OF WITHDRAWAL
$

$ ______________________________ DOLLARS

NON-NEGOTIABLE

ACCOUNT NUMBER

MUST BE SIGNED IN PRESENCE OF TELLER
AUTHORIZED SIGNATURE

300-126 REV. 6-83

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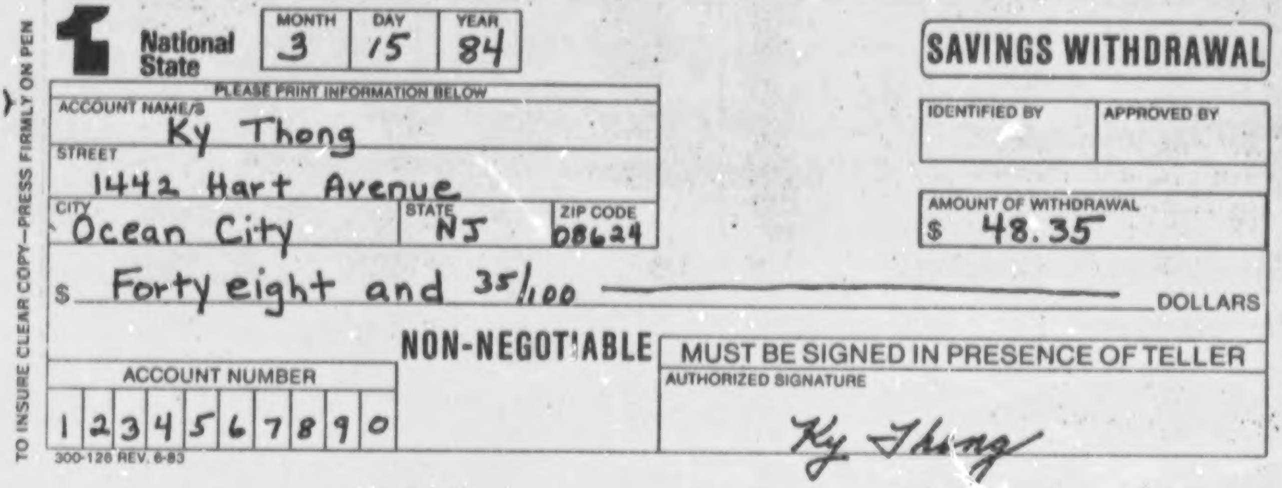
Taking Care of Business
Money Matters
Filling Out A Withdrawal Slip

ANSWER KEY



TO INSURE CLEAR COPY—PRESS FIRMLY ON PEN

National State

MONTH	DAY	YEAR
3	15	84

SAVINGS WITHDRAWAL

PLEASE PRINT INFORMATION BELOW

ACCOUNT NAME/S Ky Thong
STREET 1442 Hart Avenue
CITY Ocean City STATE NJ ZIP CODE 08624

IDENTIFIED BY
APPROVED BY

AMOUNT OF WITHDRAWAL $ 48.35

$ Forty eight and 35/100 ———————— DOLLARS

NON-NEGOTIABLE

ACCOUNT NUMBER

1	2	3	4	5	6	7	8	9	0

MUST BE SIGNED IN PRESENCE OF TELLER
AUTHORIZED SIGNATURE Ky Thong

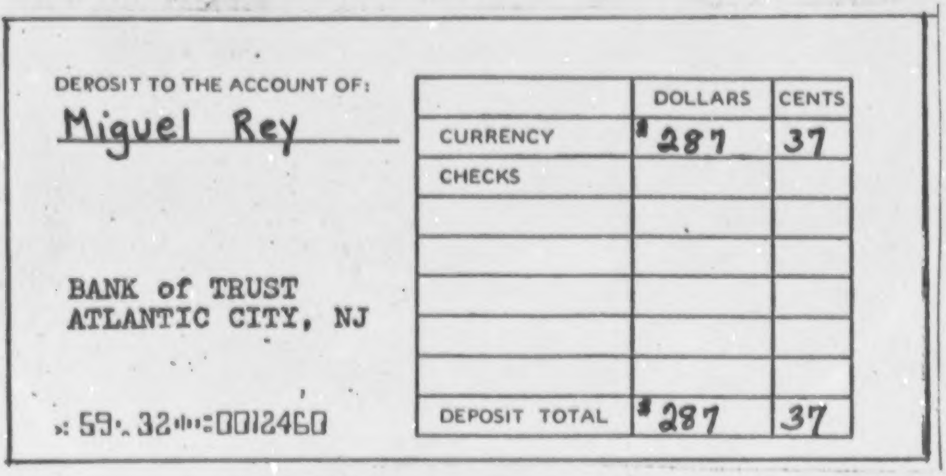
300-126 REV. 6-83

Taking Care of Business
Money Matters
Depositing Money In A Checking Account

VOCABULARY

currency
deposit total

Taking Care of Business
Money Matters
Depositing Money in a Checking Account



DEPOSIT TO THE ACCOUNT OF:
Miguel Rey

BANK of TRUST
ATLANTIC CITY, NJ

⑆59⑉32⑈0012460

	DOLLARS	CENTS
CURRENCY	$287	37
CHECKS		
DEPOSIT TOTAL	$287	37

QUESTIONS

1. What is the name of the bank?

2. Who owns this account?

3. How much money does Miguel want to deposit?

4. Does Miguel want to deposit money in his savings account or in his checking account?

5. Where is The Bank of Trust?

Taking Care of Business
Money Matters
Depositing Money In A Checking Account

ANSWER KEY

1. Bank of Trust
2. Miguel Rey
3. $287.37
4. Checking account
5. Atlantic City, NJ.

Taking Care of Business
Money Matters
Filling Out A Deposit Slip (Checking Account)

Fill out this deposit slip. Use the information below:

Luis Torres wants to deposit $40.50 in cash.
Luis also wants to deposit a ten dollar check.

DEPOSIT TO THE ACCOUNT OF:

____

BANK of TRUST
ATLANTIC CITY, NJ

:59-.32⑈:0012460

	DOLLARS	CENTS
CURRENCY		
CHECKS		
DEPOSIT TOTAL		

Taking Care of Business
Money Matters
Filling Out A Deposit Slip (Checking Account)

ANSWER KEY

DEPOSIT TO THE ACCOUNT OF:
Luis Torres

BANK of TRUST
ATLANTIC CITY, NJ

⑆59⑉32⑈⑆0012460

	DOLLARS	CENTS
CURRENCY	$ 40	50
CHECKS	$ 10	00
DEPOSIT TOTAL	$ 50	50

Taking Care of Business
Money Matters
Filling Out A Deposit Slip (Checking Account)

Fill out this deposit slip. Use the information below:

Luis Torres wants to deposit $40.50 in cash.
Luis also wants to deposit a ten dollar check.

DEPOSIT TO THE ACCOUNT OF:

____

BANK of TRUST
ATLANTIC CITY, NJ

⑆59-32⑆0012460

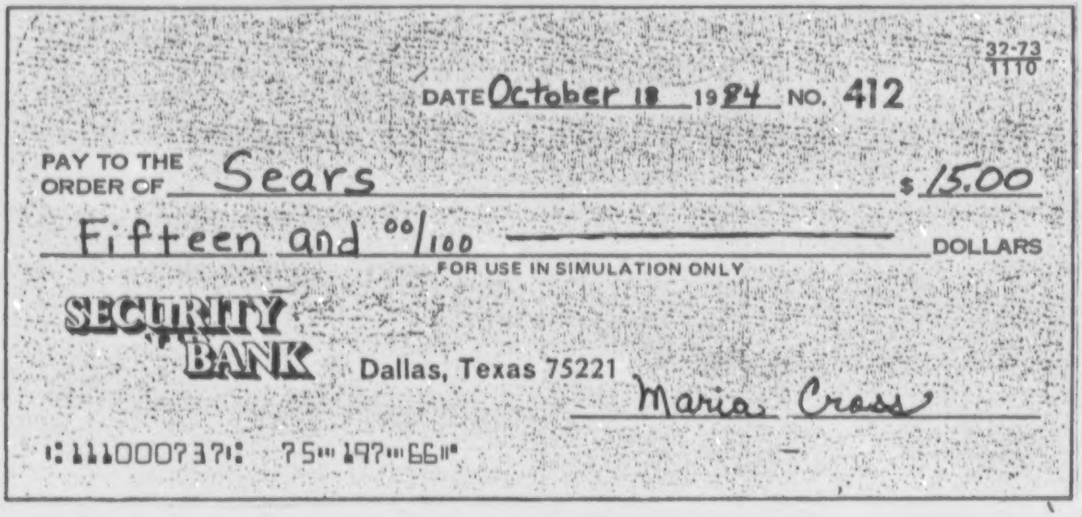
	DOLLARS	CENTS
CURRENCY		
CHECKS		
DEPOSIT TOTAL		

Taking Care of Business
Money Matters
Writing A Check

VOCABULARY

- Pay to the order of
- memo
- Check No.
- issued to
- deduct
- balance
- service charges

Taking Care of Business
Money Matters
Writing A Check



32-73/1110

DATE October 18 1984 NO. 412

PAY TO THE ORDER OF Sears $ 15.00

Fifteen and 00/100 DOLLARS

FOR USE IN SIMULATION ONLY

SECURITY BANK Dallas, Texas 75221

Maria Cross

⑆111000737⑆ 75⑈197⑈66⑈

QUESTIONS

1. What is the name of the bank?

2. Who owns this account?

3. What is the date?

4. Who is the check for?

5. What is the check number?

6. Where is the Security Bank?

7. How much is the check for?

Taking Care of Business
Money Matters
Writing A Check

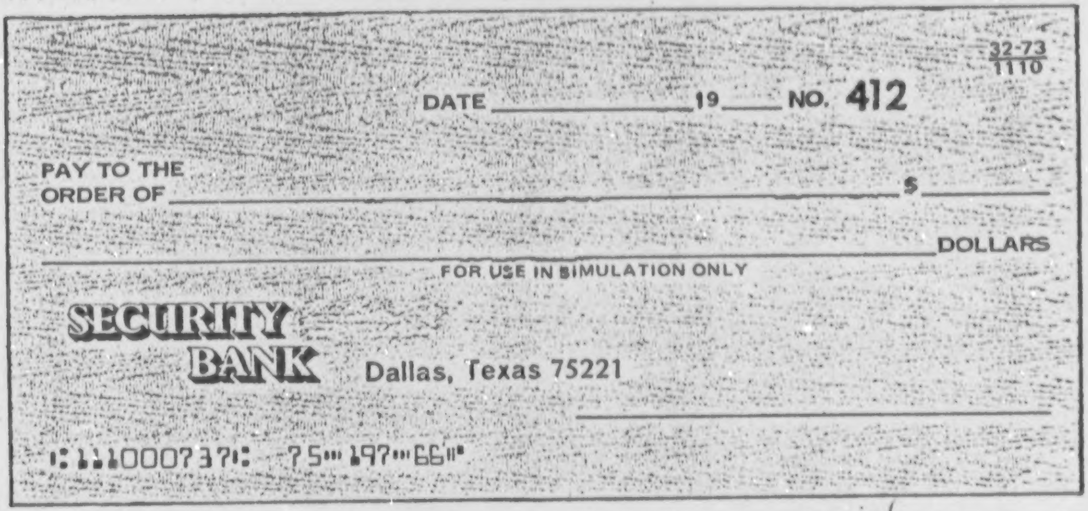
ANSWER KEY

1. Security Bank
2. Maria Cross
3. October 18, 1984
4. Sears
5. 412
6. Dallas, Texas
7. $15.00

Taking Care of Business
Money Matters
Writing A Check

Filling out this check. Use the information below:

> Sue Sarila wants to buy a radio from K Mart.
> The radio costs $35.99.
> The date is December 1, 1984.



32-73
1110

DATE ______________ 19____ NO. 412

PAY TO THE
ORDER OF ______________________________________ $ __________

______________________________________ DOLLARS

FOR USE IN SIMULATION ONLY

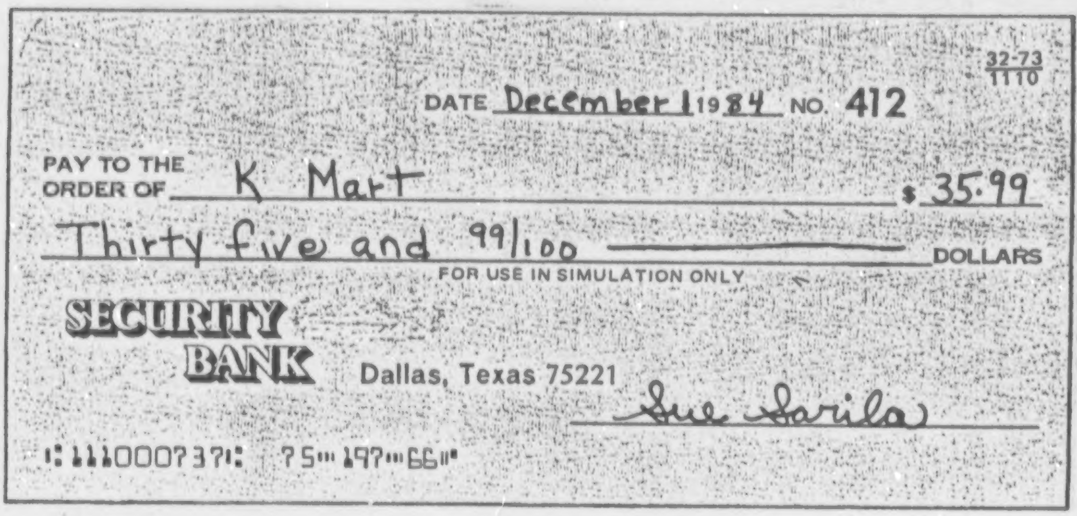
SECURITY BANK Dallas, Texas 75221

____

⑆111000737⑆ 75⑈197⑈66⑈

Taking Care of Business
Money Matters
Writing A Check

ANSWER KEY



32-73
1110

DATE December 1 19 84 NO. 412

PAY TO THE
ORDER OF K Mart $ 35.99

Thirty five and 99/100 DOLLARS

FOR USE IN SIMULATION ONLY

SECURITY
BANK Dallas, Texas 75221

Sue Savila

⑆111000737⑆ 75⑈197⑈66⑈

VOCABULARY

money order
postal money order
worth
maximum value
pay to
cashier
identification
valid
invalid
serial number

Taking Care of Business
Money Matters
Dialogue: Teller and Helen
Subject: Getting a Money Order

DIALOGUE #4

Teller: Good morning. May I help you?

Helen: Yes. I want a money order.

Teller: A money order for how much, ma´am?

Helen: For ten dollars, please.

Teller: Yes, ma´am. There´s a fifty cent service charge. That´s ten-fifty please.

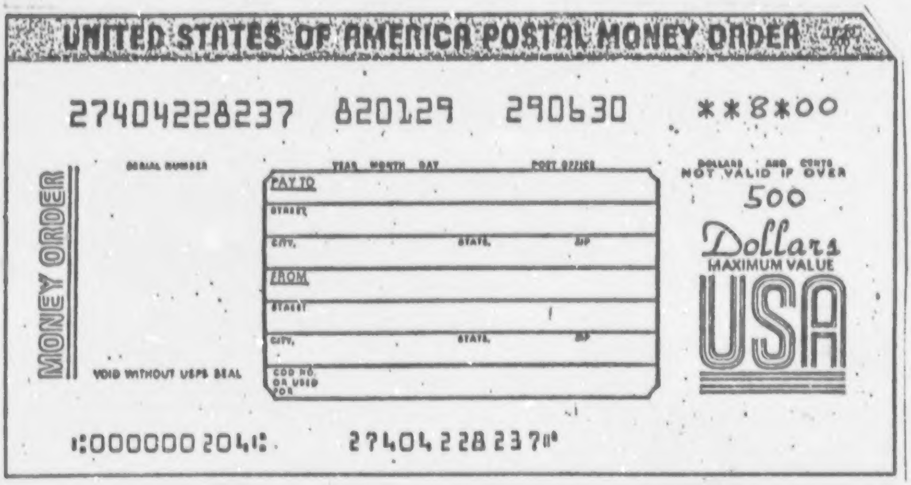
Helen: Here you are.

Teller: Thank you. Have a good day.

Taking Care of Business
Money Matters
Filling Out A Money Order

Fill out this money order. Use the information below:

Paul Santa lives at 14 Southside Lane, Pomona, N.J. 08240.
Ken bought a money order payable to K-Mart.
K-Mart is on Route 130 in Pennsauken, N.J. 08109



UNITED STATES OF AMERICA POSTAL MONEY ORDER

27404228237 820129 290630 **8*00

SERIAL NUMBER
YEAR MONTH DAY
POST OFFICE
DOLLARS AND CENTS

MONEY ORDER

PAY TO
STREET
CITY, STATE, ZIP
FROM
STREET
CITY, STATE, ZIP
COD NO. OR USED FOR

VOID WITHOUT USPS SEAL

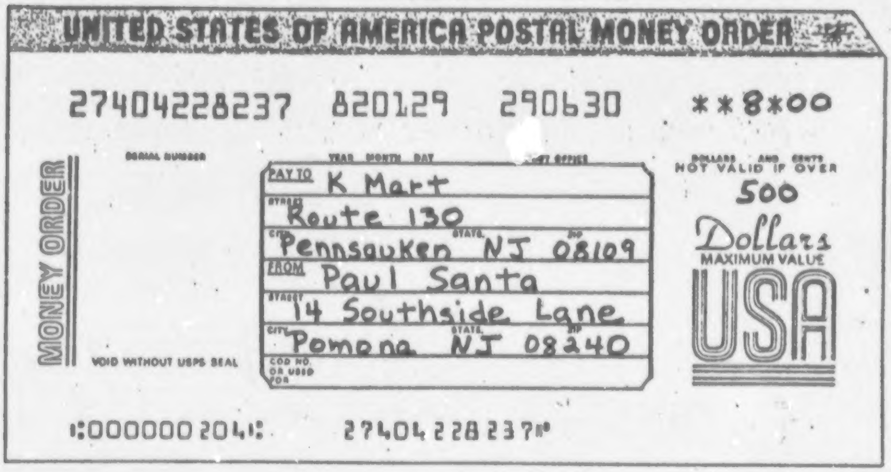
NOT VALID IF OVER 500 Dollars MAXIMUM VALUE

USA

⑆000000204⑆ 27404228237⑈

Taking Care of Business
Money Matters
Filling Out A Money Order

ANSWER KEY



UNITED STATES OF AMERICA POSTAL MONEY ORDER

27404228237 820129 290630 **8*00

SERIAL NUMBER YEAR MONTH DAY POST OFFICE DOLLARS AND CENTS

PAY TO K Mart
STREET Route 130
CITY Pennsauken STATE NJ ZIP 08109
FROM Paul Santa
STREET 14 Southside Lane
CITY Pomona STATE NJ ZIP 08240
COD NO. OR USED FOR

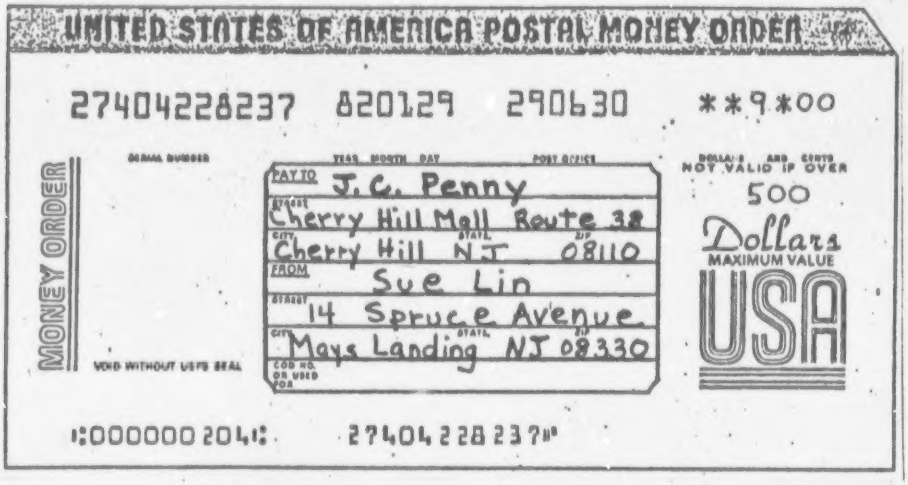
MONEY ORDER

VOID WITHOUT USPS SEAL

NOT VALID IF OVER 500 Dollars MAXIMUM VALUE USA

⑆000000204⑆ 27404228237⑈

Taking Care of Business
Money Matters
Buying A Money Order



UNITED STATES OF AMERICA POSTAL MONEY ORDER

27404228237 820129 290630 **9*00

SERIAL NUMBER
YEAR MONTH DAY
POST OFFICE
DOLLARS AND CENTS

MONEY ORDER

VOID WITHOUT USPS SEAL

PAY TO J.C. Penny
STREET Cherry Hill Mall Route 38
CITY Cherry Hill STATE NJ ZIP 08110
FROM Sue Lin
STREET 14 Spruce Avenue
CITY Mays Landing STATE NJ ZIP 08330
COD NO. OR USED FOR

NOT VALID IF OVER
500
Dollars
MAXIMUM VALUE

USA

⑆000000204⑆ 27404228237⑈

QUESTIONS

1. Who is buying this money order?

2. Who is selling this money order?

3. Who is this money order for?

4. How much is the money order worth?

5. Where is J.C. Penny?

6. What is the date?

Taking Care of Business
Money Matters
Buying A Money Order

ANSWER KEY

1. Sue Lin
2. United State Post Office
3. J.C. Penny
4. $9.00
5. Cherry Hill Mall
   Route 38
   Cherry Hill, N.J. 08203
6. 1/29/82

Taking Care of Business
Money Matters

Exercise A/Balancing a Checkbook

Account of Maria ortez
Check account January 1984

Check No.	Date	Check Issued To:	Amount of Check	Amount of Deposit	Balance
					375 95
102	1/4/84	Sears	37 46		37 46
					338 49
103	1/6/84	Gas Company	58 92		58 92
					279 57
104	1/7/84	Electric Company	45 75		45 75
					233 82
105	1/10/84	Telephone	22 63		22 63
					211 19
	1/10/84			575 65	575 65
					786 84
106	1/15/84	Ocean View Apts.	400 00		400 00
					386 84

Questions Page A

1. Who does the account belong to?

2. How many checks are written in the month of January?

3. How much is deposited in the month of January?

4. For how much money is the largest written check? To whom was it written?

5. What is her ending balance?

125/128

Taking Care of Business
Money Matters

Exercise B/Balancing the Checkbook

(front of statement)

Grand Bank
Atlantic City, NJ

Page	Depositor	Statement Period
1	Maria Ortez	12/1/83 - 1/1/84

Checking Acount 4501-474-3	Deposit (+)	Withdrawal (-)	
Beginning Balance	Deposits	Checks	Ending Balance
366.36	1150.90	509.56	1007.70

Date	Description	Bank No.	Amount	Balance
12/3	Deposit	011367	575.45+	941.81
12/4	Ck# 96	024671	45.36-	896.45
12/12	Ck# 97	024441	38.95-	857.50
12/15	Ck# 98	145736	400.00-	457.50
12/16	Deposit	266541	575.45+	1032.95
12/16	Ck# 99	246789	25.25-	1007.70

Questions Page B

1. To whom does the account belong?
2. How many deposits are made in the month of December?
3. How much money is deposited in the month of December?
4. What is her beginning balance?
5. What is the total amount of money in the written checks?
6. What is the ending balance?

Taking Care of Business
Money Matters

Exercise C/Balancing a Checkbook

(back of statement)

To Balance Your Account, Follow The Procedure Outlined Below:

1. Enter Present Bank Balance shown on this statement	$1007.70
2. Add total deposits not credited to this statement (if any)	$ 61.88
Total	$1069.58
4. Subtract total outstanding checks from column at right	$ 682.74
5. Balance should agree with checkbook balance.	$ 386.84

List checks outstanding
Not charged to account

Check Number	$
100	$ 42 98
101	$ 75 00
102	$ 37 46
103	$ 58 92
104	$ 45 75
105	$ 22 63
106	$ 400 00
Total	$ 682 74

Questions Page C

1. What is the present bank balance?

2. How many outstanding checks are there?

3. What is the amount of the deposit not shown on the statement?

4. What is the total amount of the outstanding checks?

5. Does the account balance?

How do you know the account balances?

Taking Care of Business
Money Matters

Exercise D/Balancing a Checkbook

Use these figures and fill in the check book record.

Account of Chou Lin

Beginning Balance		$450.00
CK # 54	$ 36.45	
CK # 55	$245.00	
CK # 56	$ 87.55	
CK # 57	$ 68.73	

Deposits

2/4/84	$450.00
2/18/84	$375.75

heck No.	Date	Check Issued To	Amount Of Check	T	Amount Of Deposit	Balance

BEST COPY AVAILABLE

7 7

127/130

Taking Care of Business
Money Matters

Answer Key/Balancing a Checkbook

Exercise A

1. Maria Ortez
2. 5 checks
3. $575.65
4. $400 for Ocean View Apartments
5. $386.84

Exercise B

1. Maria Ortez
2. 2 deposits
3. $1150.90
4. $366.36
5. $509.56
6. $1007.70

Exercise C

1. $1007.70
2. 7 outstanding checks
3. $61.88
4. $682.74
5. Yes, the account balances.
6. The balance on page C is the same as the balance on page A.

129/132

Ansver Key Exercise D/Balancing a Checkbook

Check No.	Date	Check Issued To	Amount Of Check	T	Amount Of Deposit	Balance
						+450 00
	2/4/84				450 00	+450 00
						900 00
	2/5/84	Electric Co.	36 45			- 36 45
						863 55
	2/15/84	Ocean View Apts.	245 00			-245 00
						618 55
	2/16/84	Gas Co.	87 55			- 87 55
						531 00
	2/18/84				375 75	+906 75
	2/18/84	J.C.Penney	68 73			- 68 73
						838 02

Taking Care of Business
Money Matters

Exercise E/Balancing Checkbook

Use these figures to fill in front of statement.

Opening Balance $575.00

Deposits

2/4/84	$450.00
2/18/84	$375.75

Ck # 49	$ 42.88
Ck # 50	$ 35.43
Ck # 51	$246.89
Ck # 52	$ 75.50
Ck # 53	$ 57.65

Depositor Chou Lin

Statement
2/2/84 - 3/2/84

Beginning Balance	Deposits	Checks	Ending Balance

Date	Description	Bank No.	Amount	Balance

Taking Care of Business
Money Matters

Answer Key Exercise E/Balancing a Checkbook

Depositor	Chou Lin		Statement 2/2/84 - 3/2/84

Beginning Balance	Deposits	Checks	Ending Balance
$575.50	$825.75	$458.35	$942.90

Date	Description	Bank No.	Amount	Balance
				$575 50
2/4/84	Deposit		450 00+	+450 00
				1025 50
2/5/84	Ck # 49		42 88-	- 42 88
				982 62
2/8/84	Ck # 50		35 43-	- 35 43
				947 19
.5/84	Ck # 51		246 89	-246 89
				700 30
18/84	Deposit		375 75+	+375 75
				1076 05
2/20/84	Ck # 52		75 50-	- 75 50
				1000 55
2/24/84	Ck # 53		57 65	57 65
				942 90

Taking Care of Business
Money Matters

Exercise F/Balancing a Checkbook

Use these figures to fill in back of statement.

Ending Balance		$942.90
Deposits		
2/28/84	$332.85	
Outstanding Checks		
Ck # 54	$ 36.45	
Ck # 55	$245.00	
Ck # 56	$ 87.55	
Ck # 57	$ 68.73	

To Balance Your Account, Follow the Procedure Outlined

1. Enter Present Bank Balance Shown On This Statement $
2. Add Total Deposits Not Credited To This Statement(If Any) $
3. Total $
4. Subtract Total Outstanding Checks From Column At Right $
5. Balance Should Agree With Checkbook Balance $

List checks outstanding
Not charged to account

Check Number	Amount
Total	$

Taking Care of Business
Money Matters

Answer Key Exercise F/Balancing a Checkbook

To Balance Your Account, Follow the Procedure Outlined

1. Enter Present Bank Balance Shown On This Statement $ 942.90
2. Add Total Deposits Not Credited To This Statement(If Any) $ 332.85
3. Total $1275.75
4. Subtract Total Outstanding Checks From Column At Right $ 473.73
5. Balance Should Agree With Checkbook Balance $ 838.02

List checks outstanding
Not charged to account

Check Number	Amount
#54	36 45
#55	245 00
#56	87 55
#57	68 73
Total	$473 73

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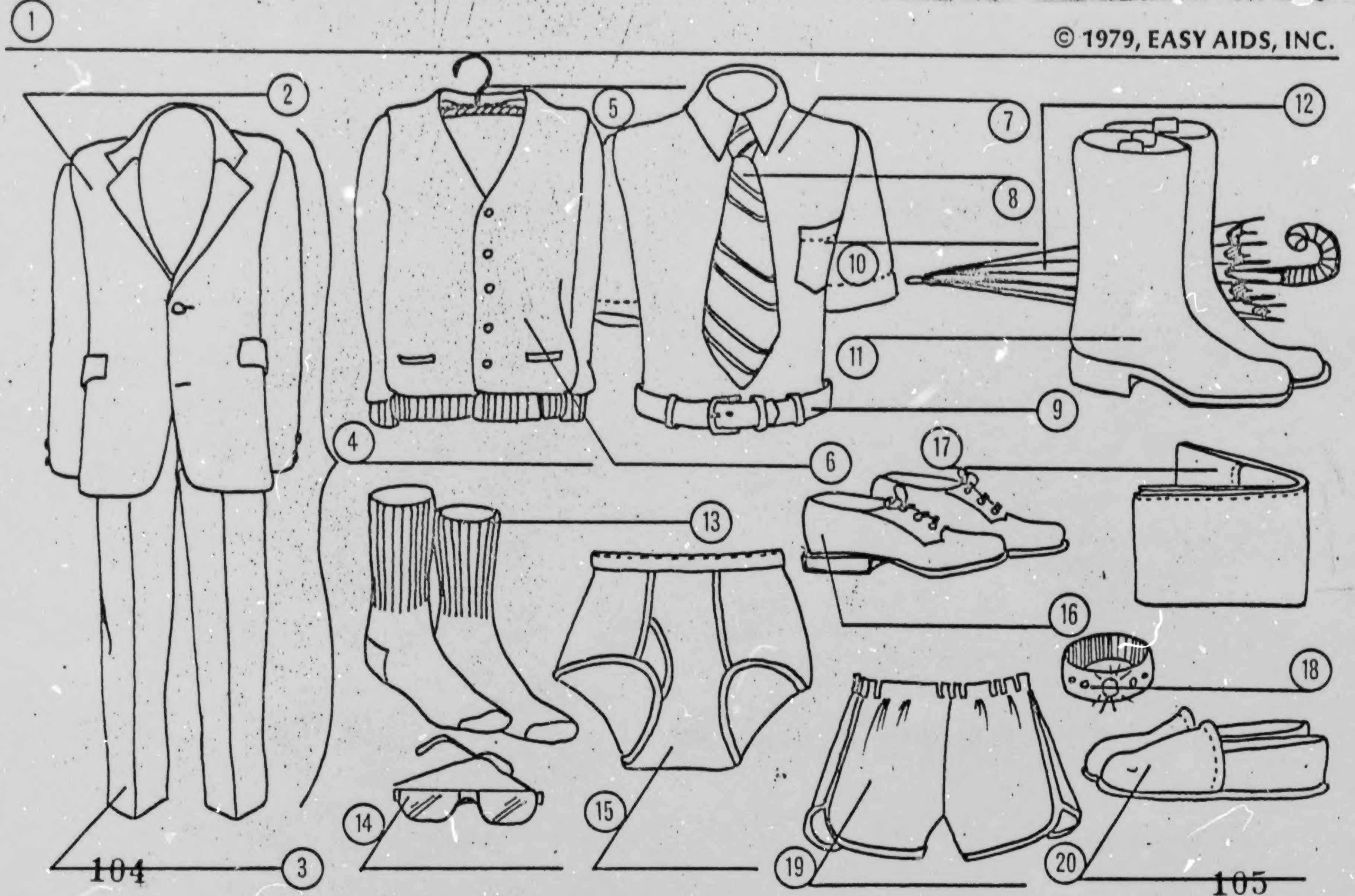
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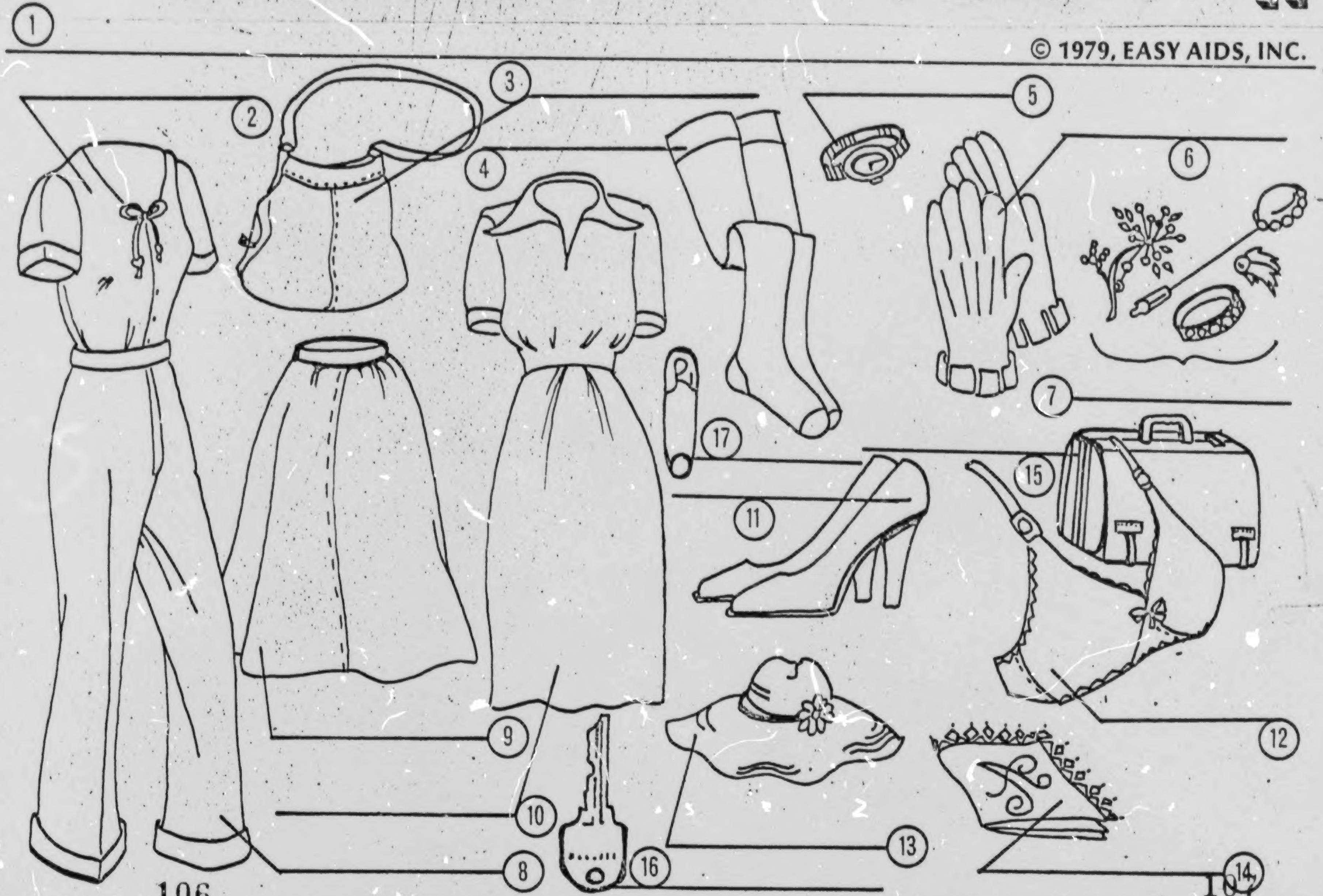
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Taking Care of Business
Making A Purchase
Dialogue: Bruce and Angela
Subject: Lending Money

DIALOGUE #1

Bruce: Angela. I´m glad you are having lunch with me.

Angela: So am I. I did ask you to lunch for a special reason. I need to ask a favor.

Bruce: Really? You sound so serious. What´s on your mind?

Angela: Can you lend me fifty dollars until next month? I´m short of cash this month.

Bruce: Sure. That´s no problem. I trust you to pay me back.

Angela: Bruce, I´m so glad you´re my friend. It feels good to know I can count on you.

Bruce: That´s what friends are for, right?

Angela: Right!

Bruce: Now --let´s have lunch. O.K.?

Angela: O.K.

Taking Care of Business
Making A Purchase
Getting A Receipt

VOCABULARY

receipt
retain
comparison
statement
return
exchange
DRS = dress
NK = neck
disc. = discount
purchase
jewelry

Taking Care of Business
Making a Purchase
Dialogue: Saleslady and Customer
Subject: Getting a Receipt

DIALOGUE #2

Saleslady: This is a very pretty blouse. Can I show you something else?

Customer: No, that's all for today.

Saleslady: That's twenty-two dollars please.

Customer: Here's thirty.

Saleslady: You have eight dollars change and here's your blouse. I hope you enjoy it.

Customer: Thank you. Is the receipt inside the bag?

Saleslady: Didn't I staple it on the bag?

Customer: No, I didn't see it.

Saleslady: I'm sorry. Here's your receipt.

Customer: Thank you.

Taking Care of Business
Making A Purchase
Getting A Receipt

SALES RECEIPT

receipt
4367
26987

S E A R S
Pleasantville, New Jersey
4160544/133

5-14-84

Dept.	Item	
Men's Wear	tie	18.00
Jewelry	earrings	14.00
Men's Wear	V NK T-Shirt	9.98
Men's Wear	Drs. Shirt	7.99
Ladies Wear	Jeans	14.00
Disc. 25%		-3.50
Sub Total		60.47
NJ 6% Tax		.84
Total		61.31

Retain for comparison with monthly statement or for Return or Exchange.

Thank you for shopping Sears.

Taking Care of Business
Making A Purchase

QUESTIONS/Getting A Receipt

1. What is the name of the store the purchases were made? Where is it?

2. The person bought four ties for $18.00. How much did one tie cost?

3. Which item on the list do you pay sales tax? Why?

4. What does a discount of 25% mean?

5. What is the total without sales tax?

6. How much is the daywear after the 25% discount is taken?

7. The person bought two packages of V-neck T-shirts for $9.98. How much did each package cost?

8. Joe gave the salesperson a $100.00 bill. How much change did she give him?

Taking Care of Business
Making A Purchase

ANSWER KEY/Getting A Receipt

1. Sears, Pleasantville, New Jersey.

2. $4.50

```
     4.50
  4 18.00
    16
     20
     20
      0
```

3. Jewelry - because it is a luxury item

4. It means 25% less than the original price.

5. $60.47

6. $10.50

```
   $14.00        $14.00
   x  .25        - 3.50
     7000        $10.50
    2800
$ 3.5000
```

7. $4.99

```
    4.99
  2 9.98
    8
    19
    18
     18
     18
```

8. $38.69

```
$100.00
  61.31
$ 38.69
```

Taking Care of Business
Making A Purchase

Functional Vocabulary

- measurements
- casual
- tie
- outfit
- stockings
- tailor
- accessories
- gloves
- blend
- wash
- hand wash
- wring
- dry flat
- dry clean
- storage
- fold
- hanger
- closet
- drawer
- reverse
- side
- care
- label
- material
- size
- measure
- formal
- gown
- jeans
- tuxedo
- dress
- scarf
- custom-made
- ready-to-wear
- hem
- cuffs
- collar
- sale
- marked down
- bargain
- ticket price
- designer
- T-shirt
- sleeve
- hot water
- warm water
- cold water
- detergent
- bleach
- checks

Taking Care Of Business
Making A Purchase

Functional Vocabulary

Clothing

- fabric
- synthetic
- polyester
- acrylic
- cotton
- wool
- solid (color)
- print
- stripes
- polka dots
- buttons
- snap
- hook
- zipper
- formal wear
- casual wear
- sportswear
- one-piece
- two-piece
- three-piece
- long-sleeved
- short-sleeved
- sleeveless

See Reverse Side For Care Instructions

- Care of garment
- Machine wash warm
- Do not wring dry
- Dry on flat surface
- Tumble dry
- Remove promptly
- Dry clean only
- Wash in hot water
- Wash in cold water
- Do not bleach
- Permanent Press
- iron
- wrinkle
- detergent

Size

- X-small
- small
- medium
- large
- X-large
- ladies
- men's
- girls
- boys

Men's Wear

- suit
- jacket
- shirt
- trousers/pants
- socks
- sweater
- shoes

Ladies Wear

- suit
- jacket/blazer
- skirt
- blouse/shirt
- sweater
- vest
- slacks/pants
- socks
- pantyhose/stockings
- lingere/underwear
- bra
- girdle
- slip
- nightgown
- coat
- hat
- belt
- shoes

Taking Care of Business
Making A Purchase
Dialogue: Joyce, Andrea, and Customer Service Clerk
Subject: Getting a Refund

DIALOGUE #3

Joyce: Andrea, do you mind if we stop here at Bradlees? I want to return this blouse.

Andrea: No, I don't mind. What's wrong with the blouse?

Joyce: It's damaged. (Pause) Here's Customer Service and the line isn't very long. We're in luck.

Andrea: It won't take long. The line moves fast.

Clerk: Next. May I help you?

Joyce: Yes. I want to return this blouse. It has a hole in the sleeve.

Clerk: Was this hole here when you first put it on?

Joyce: I never put it on. I noticed it when I got home.

Clerk: Do you have your receipt?

Joyce: Yes, It's in the bag. (Pause) Here it is. (She hands it to the clerk.)

Clerk: Do you wish to exchange this blouse for another?

Joyce: No, Thank you. I prefer to get a refund.

Clerk: As long as you have your receipt, you can get a refund. Please sign your name and address on this form.

Joyce: (Pause) Here you are.

Clerk: O.K. Take this form and your receipt to the cashier and she can give you your money back.

Joyce: Thank you very much.

Taking Care of Business
Making A Purchase
Dialogue: Saleslady and Customer
Subject: Making an Exchange

DIALOGUE #4

Saleslady:	Good afternoon. May I help you?
Customer:	Yes, I bought this dress here two days ago and it doesn't fit.
Saleslady:	Do you want to look for something else?
Customer:	Yes. If I can't exchange it, can I have a refund?
Saleslady:	Do you have your receipt?
Customer:	Yes.
Saleslady:	Good, then you can get a refund.
Customer:	Thank you. I want to look around first. I want to exchange it for the right size; I really like the dress.

Taking Care of Business
Making A Purchase
Making A Lay-A-Way

VOCABULARY

lay-a-way
non-refundable
weekly
signature
customer
deposit
balance

Taking Care of Business
Making A Purchase
Dialogue: Saleslady and Customer
Subject: Making a Lay-a-way

DIALOGUE #5

Customer: Excuse me. Can you help me?

Saleslady: Yes, Ma'am. What can I do for you?

Customer: I want to put this suit on Lay-a-way.

Saleslady: How much do you want to put down? The total price is eighty dollars.

Customer: I have twenty dollars to give as a deposit.

Saleslady: That's fine. Just sign here.(The saleslady hands the lay-a-way slip back to the customer.)

Customer: (Pause) There you are.

Saleslady: Here's your receipt. You have one month to pick up your merchandise.

Customer: Thank you. Have a good day.

Taking Care of Business
Making A Purchase
Exercise/Making A Lay-A-Way

LAY-A WAY

Form: LAY-A-WAY

Name: ______________________

Address: ______________________

____

Telephone: ______________________

Nonrefundable Fee $1.50 is charged for all lay-a-ways.

Payments can be made: weekly __ monthly __

No. of packages on Lay-a-way ______

Policy: When the customer does not pick up the item on lay-a-way by the agreed date, the item can be put back in stock, and the customer gets his deposit back.

Agreement: I agree to make final payment by May 3, 1984.

Customer Signature X ______________________

Item	Amount
22-1067 - pants	$ 12.99
47-6029 - shirt	$ 10.98
15-2304 - skirt	$ 15.99
Sub total	39.96
Lay-a-way	1.50
Total	
Deposit	41.46
5/3/84 - Balance due	- 5.00
	$ 36.46

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Taking Care of Business
Making A Purchase

QUESTIONS/Making A Lay-A-Way

1. What does Lay-a-way mean?

2. What does non-refundable mean?

3. How much is the lay-a-way fee on this slip?

4. How often must the payments be made?

5. Who is putting clothes on lay-a-way?

6. What is the total of the clothes she bought?

7. What is the total including the fee?

8. How many packages does she have on lay-a-way?

9. How much money does Juanita lose when she cannot pay her weekly amount?

10. How much deposit did she give?

11. What is the balance due?

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Taking Care of Business
Making A Purchase

ANSWER KEY/Making A Lay-A-Way

1. Lay-a-way - when a person puts a certain amount down and pays off the rest a little at a time.
2. Non-refundable - can not get back.
3. $1.50
4. weekly or every week
5. Juanita Gomez
6. $39.96
7. $41.46
8. 1
9. $1.50
10. $5.00
11. $36.46

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Taking Care of Business
Making A Purchase
Dialogue: Saleslady and Customer
Subject: Finding Size and Price Tags

DIALOGUE #6

Saleslady: Hello. May I help you?

Customer: I like this dress but I can´t find the price. How much is it?

Saleslady: That´s sixty-two dollars, ma´am. It´s very pretty, isn´t it?

Customer: Yes, it is. I prefer to spend around forty-five dollars. Here is a pretty dress but I can´t find the size tag. Do you have anything in a size 10?

Saleslady: The size is on the back of the dress at the top. Step over here to our sales rack. Do you want any special color?

Customer: I like red.

Saleslady: How about this one. It´s only thirty-eight dollars. It´s reduced from fifty dollars.

Customer: May I try it on?

Saleslady: Of course. The dressing room is right over there.

Customer: Thank you for your help,

Saleslady: You´re welcome. My name is Helen. When you need more help, just call me.

Customer: O.K. Thank you.

Exercise/Reading Clothing Labels

FASHION LADY
Ⓜ
60% polyester
40% nylon
Machine Wash Warm

___ Label in a Lady's Blouse

JOHNNY'S GIRL
⑫
100% Acrylic
Machine Wash Warm

___ Label in a Lady's Dress

ERICA
Ⓢ
70% ACRYLIC
30% WOOL
DRY CLEAN ONLY

___ Label in a Lady's Sweater

Taking Care of Business
Making a Purchase
Exercise/Reading Clothing Labels

QUESTIONS/Labels - Women's Clothing

1. One of the women's clothes must be dry cleaned. What is the designer's name?

2. One of the women's clothes is made of acrylic only. Name the article of clothing.

3. What size is the blouse?

4. How is the blouse cleaned?

5. What fabric is the woman's sweater?

Taking Care of Business
Making a Purchase
Exercise/Reading Clothing Labels

ANSWER KEY/Labels - Women's Clothing

1. Erica
2. the dress
3. medium
4. in the washing machine
5. 70% acrylic - 30% wool blend

Taking Care of Business
Making a Purchase
Exercise/Reading Clothing Labels

EXECUTIVE COLLECTION
15½ 34
Made in USA
ILGWU
See Reverse Side
For Care.

Care Instructions:
Machine Wash Warm
Tumble Dry
Remove Promptly
35% Cotton
65% Polyester

___ Labels in a man's shirt

NORTH WOODS
Ⓛ
100% WOOL
DRY CLEAN ONLY
MADE IN IRELAND

___ Label in a man's sweater

AROUND TOWN
34W 36L
100% WOOL
DRY CLEAN ONLY

___ Label in a man's pants

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Taking Care of Business
Making a Purchase
Exercise/Reading Clothing Labels

QUESTIONS/Labels - Men's Clothing

1. Which of the men's clothing is made of wool? The shirt, the sweater, or the pants?

2. Which of the men's clothing can be machine washed?

3. What size is the man's shirt?

4. There are two measurements in the label of the pants. What do they mean?

5. What material makes up the pants?

6. Is the man who owns the pants short or tall?

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Taking Care of Business
Making a Purchase
Exercise/Reading Clothing Labels

ANSWER KEY/Labels - Men's Clothing

1. the sweater
2. the shirt
3. 15 1/2, 34/35
4. 34 waist, 36 inseam
5. wool
6. tall

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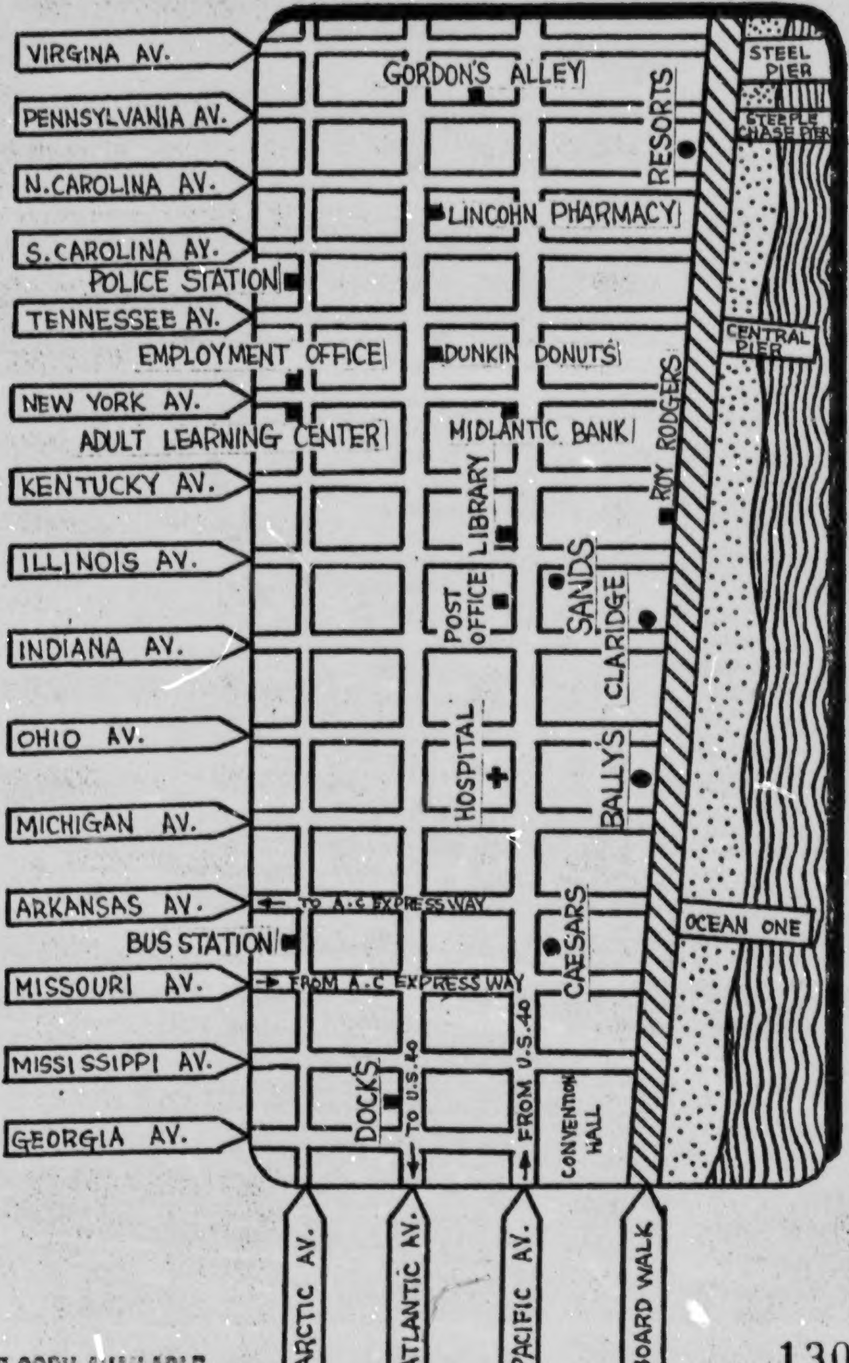
MAP D


VIRGINA AV.
PENNSYLVANIA AV.
N.CAROLINA AV.
S.CAROLINA AV.
POLICE STATION
TENNESSEE AV.
EMPLOYMENT OFFICE
NEW YORK AV.
ADULT LEARNING CENTER
KENTUCKY AV.
ILLINOIS AV.
INDIANA AV.
OHIO AV.
MICHIGAN AV.
ARKANSAS AV.
BUS STATION
MISSOURI AV.
MISSISSIPPI AV.
GEORGIA AV.
GORDON'S ALLEY
RESORTS
STEEL PIER
STEEPLE CHASE PIER
LINCOHN PHARMACY
DUNKIN DONUTS
CENTRAL PIER
MIDLANTIC BANK
ROY RODGERS
LIBRARY
POST OFFICE
SANDS
CLARIDGE
HOSPITAL
BALLY'S
← TO A.C EXPRESS WAY
OCEAN ONE
CAESARS
→ FROM A.C EXPRESS WAY
DOCKS
TO U.S. 40
FROM U.S. 40
CONVENTION HALL
ARCTIC AV.
ATLANTIC AV.
PACIFIC AV.
BOARD WALK

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Taking Care of Business
Community Awareness
Dialogue: Carl and John
Subject: Buildings/Directions

Using Map D, the people stand in front of the hospital.

DIALOGUE #1

Carl: John, is there a post office near-by?

John: The Atlantic City Post Office is only two blocks away.

Carl: Great. I really need to buy a book of stamps. They're too expensive out of the machines.

John: I have to go in the opposite direction to Caesars. You can just walk straight down the street to the post office.

Carl: Two blocks straight ahead?

John: That's right. You can't miss it.

Carl: Thanks John. See you tonight.

Taking Care of Business
Community Awareness
Dialogue: Tom and Joe
Subject: Buildings/Directions

Using Map D, people stand at the Lincoln Pharmacy.

DIALOGUE #2

Joe: Tom, let's get something to eat. I'm hungry.

Tom: That sounds good. So am I.

Joe: I don't want to move my car from the parking lot. Can you think of a restaurant on Atlantic Avenue?

Tom: We don't have much time. Why don't we go to Dunkin Donuts?

Joe: Do they serve anything besides donuts?

Tom: Sure. You can get soup and toast or a roll.

Joe: Okay. Where is it?

Tom: Right down the street between Tennessee and New York Avenues.

Joe: Good. The Mid-Lantic Bank is on the next block. I need to stop there before work.

Tom: Okay. We have enough time. Let's go.

Taking Care of Business
Community Awareness
Dialogue: Anne and Gloria
Subject: Buildings

DIALOGUE #3

Anne: I'm happy you are with me for awhile, today. I can show you around when we ride in the car.

Gloria: That's great! Is that the hospital?

Anne: Yes, it is. It's called the Atlantic City Medical Center. There's the casino across the street, see it?

Gloria: Yes, it's beautiful.

Anne: We can stay here on Pacific Avenue and pass more of the casino's, O.K.?

Gloria: Sure. There's the Playboy Casino. I can see the sign from here.

Anne: Yes. And in a few blocks you'll see the Golden Nugget. Look on the left.

Gloria: I see it now. It's beautiful.

Anne: Tomorrow, we can go inside some of them. Now we have to stop here at Shop Rite and buy some groceries.

Gloria: That sounds like fun; I like to go grocery shopping.

Taking Care of Business
Community Awareness
Dialogue: Tom and George
Subject: Buildings/Employment Office

Using Map D, people stand at the school.

DIALOGUE #4

Tom: Hi, George. Are you going to class today?

George: I'm going inside school for a minute. Then, I have to go to the employment office.

Tom: Where's the employment office?

George: It's across the street. Do you want to come with me?

Tom: Well, I need to find a job. Can they help me find work?

George: Sure. That's what they do there.

Tom: I'm going in school to talk to my teacher and I can meet you here in about ten minutes all right?

George: That sounds good. Wait for me.

Tom: O.K.

Taking Care of Business
Community Awareness
Dialogue: Tom and Judy
Subject: Directions (Use Map D)

DIALOGUE #5

(Stopping on Atlantic Avenue)

Tom:	Judy, can you tell me where the Lincoln Pharmacy is?
Judy:	Sure. It's right down the street between North Carolina and South Carolina Avenues.
Tom:	Is it on Atlantic Avenue?
Judy:	Yes, you can't miss it. It's just before you get to Resorts International Casino.
Tom:	Well, that helps a lot. Resorts is an easy building to find.

Taking Care of Business
Community Awareness
Dialogue: Man and Woman
Subject: Buildings/Directions

Using Map D, the people stand at Atlantic and Michigan Avenues.

DIALOGUE #6

Man: Excuse me, Miss. Can you direct me to the public library?

Woman: Yes. It's on Pacific and Illinois Avenues.

Man: I'm not sure how to get there. Can you tell me?

Woman: Sure. Go up the street three blocks. Turn right and it's on the corner.

Man: Let's see. You say I go two blocks, turn right and it's on the corner.

Woman: That's right. It's directly across the street from the Post Office.

Man: That makes it easy. I am sure to see one of those buildings. Thank you.

Taking Care of Business
Community Awareness
Dialogue: George and Carol
Subject: Buildings/Directions

Using Map D, the people stand at the Adult Learning Center.

DIALOGUE #7

George: Hi, Carol.

Carol: Hi, George. Is anything wrong? You look upset.

George: Nothing serious. I have a ticket for speeding. I have to pay a fine.

Carol: That's too bad. Tickets are expensive.

George: By the way, do you know where the police station is?

Carol: Yes.

George: Is it too far to walk?

Carol: Not at all. Just go straight ahead one and a half blocks. It's between Tennessee and South Carolina Avenues.

George: Thanks, Carol. I'm going to walk there and pay this ticket now.

Carol: Good idea. Then you don't have to worry about it anymore.

Taking Care of Business
Community Awareness
Math Exercise/Post Office/Purchasing Stamps

Postal Chart

AMOUNT OF STAMP

HOW MANY

	20¢	13¢	5¢	10¢	35¢	40¢
1	20	13	5	10	35	40
2	40	26	10	20	70	80
3	60	39	15	30	1.05	1.20
4	80	52	20	40	1.40	1.60
5	1.00	65	25	50	1.75	2.00
10	2.00	1.30	50	1.00	3.50	4.00
15	3.00	1.95	75	1.50	5.25	6.00
20	4.00	2.60	1.00	2.00	7.00	8.00

Taking Care of Business
Community Awareness
Math Exercise/Post Office/Purchasing Stamps

U.S. MAIL
STAMPS

U.S. MAIL
PACKAGES

1. Mary needs some stamps from the post office. She asks the man for six $0.20 stamps. How much does she pay? How much change does she get from $2.00?

2. Suzy wants to write to her pen pal in England. It costs $0.41 to send the letter. How much change does she get from $1.00?

3. Juan wants to send post cards to 15 friends. It costs $0.13 to mail each card. What is the total cost?

4. Maria buys three $0.13 stamps, eight $0.20 stamps, and four $0.40 stamps. Howmuch does it cost for these stamps? How much change can she expect from $5.00?

5. Joe mails a package from Atlantic City to Phoenix, Arizona. It weighs one pound. The rate is $0.55 per zone for each pound. Is must go 7 zones. How much does it cost to mail the package?

Taking Care of Business
Community Awareness
Math Exercise/Post Office Purchasing Stamps

ANSWER KEY

1.	$1.20	$0.20 x 6 $1.20 total due		$2.00 -1.20 $0.80
2.	$0.59	$1.00 -0.41 $0.59 = change		
3.	$1.95	$0.13 x 15 65 13 $1.95 total cost		
4.	a - $1.60	$0.13 x 3 $0.39	$0.20 x 8 $1.60	$0.40 x 4 $1.60
	b - $3.59	$1.60 $1.60 +0.39 $3.59		
	c - $1.41	$5.00 -3.59 $1.41		
5.	$3.85	$0.55 x 7 $3.85		

Taking Care of Business
Community Awareness
Math Exercise/Post Office Purchasing Stamps (Cont.)

Use the stamp chart to figure these problems:

6. How many \$0.13 stamps can you get for \$1.50? How much change will you get?

7. Joe needs ten \$0.35 stamps. How much change does he get from \$5.00?

8. Damian bought four \$0.20 stamps and three \$0.10 stamps. How much does he pay for them?

9. How many \$0.10 stamps can you buy for \$1.50?

10. How many \$0.40 stamps can Don buy for \$16.00?

11. Angelina buys three \$0.05 stamps, one \$0.35 stamp and five \$0.13 stamps. What price does she pay? Ho much change can she get from \$10.00?

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Taking Care of Business
Community Awareness
Math Exercies/Post Office Purchasing Stamps

ANSWER KEY (Cont.)

6. $0.20 10 stamps

$$\begin{array}{r} \$1.50 \\ -1.30 \\ \hline \$0.20 \end{array}$$

7. $1.50

$$\begin{array}{r} \$5.00 \\ -3.50 \\ \hline \$1.50 \end{array} \text{ change}$$

8. $1.10

$$\begin{array}{r} \$0.20 \\ \times\ 4 \\ \hline \$0.80 \end{array} \qquad \begin{array}{r} \$0.10 \\ \times\ 3 \\ \hline \$0.30 \end{array} \qquad \begin{array}{r} \$0.80 \\ +0.30 \\ \hline \$1.10 \end{array} \text{ total}$$

9. 15 stamps

10. 40 stamps

20 $0.40 stamps = $8.00
40 $0.40 stamps =$16.00

11. $8.85 change

$$\begin{array}{r} \$0.05 \\ \times\ 3 \\ \hline \$0.15 \end{array} \qquad \begin{array}{r} \$0.35 \\ \times\ 1 \\ \hline \$0.35 \end{array} \qquad \begin{array}{r} \$0.13 \\ \times\ 5 \\ \hline \$0.65 \end{array} \qquad \begin{array}{r} \$0.65 \\ \$0.35 \\ +0.15 \\ \hline \$1.15 \end{array} \text{ total price}$$

$$\begin{array}{r} \$10.00 \\ -1.15 \\ \hline \$\ 8.85 \end{array} \text{ change}$$

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Exercise/Addressing Envelopes

DIRECTIONS: With the information given, fill in the address and the return address.

Harvier sends a letter to his Adult Education instructor, Mr. Gregory Metz.
The address of his school is: Adult Learning Center, 1535 Bacharach Blvd., Atlantic City, NJ 08401.

Harvier lives in Atlantic City, New Jersey.
The name of his street is South Carolina Avenue.
The house number is 125.

Taking Care of Business
Community Awareness

Answer Key- Exercise/Addressing Envelopes

Mr. Harvier Hernandez
125 South Carolina Avenue
Atlantic City, New Jersey 08401

Mr. Gregory Metz, Instructor
Adult Learning Center
1535 Bacharach Blvd.
Atlantic City, NJ 08401

Taking Care of Business
Housing

VOCABULARY

Living Room

- sofa
- armchair
- television
- record player
- lamp
- fan
- bookcase
- vase
- telephone
- radio
- cocktail table
- ashtray
- books
- records

Bedroom

- bed
- blanket
- bedspread
- sheets
- pillow
- lamp
- picture
- sewing machine
- bench
- rug
- dresser
- chest of drawers
- mirror
- drawer
- closet
- drapery
- hangers

Kitchen

- mop
- broom
- iron
- ironing board
- cabinet
- sink
- trash can
- shelf
- calendar
- washer
- dryer
- refrigerator
- clock
- stove
- oven

①

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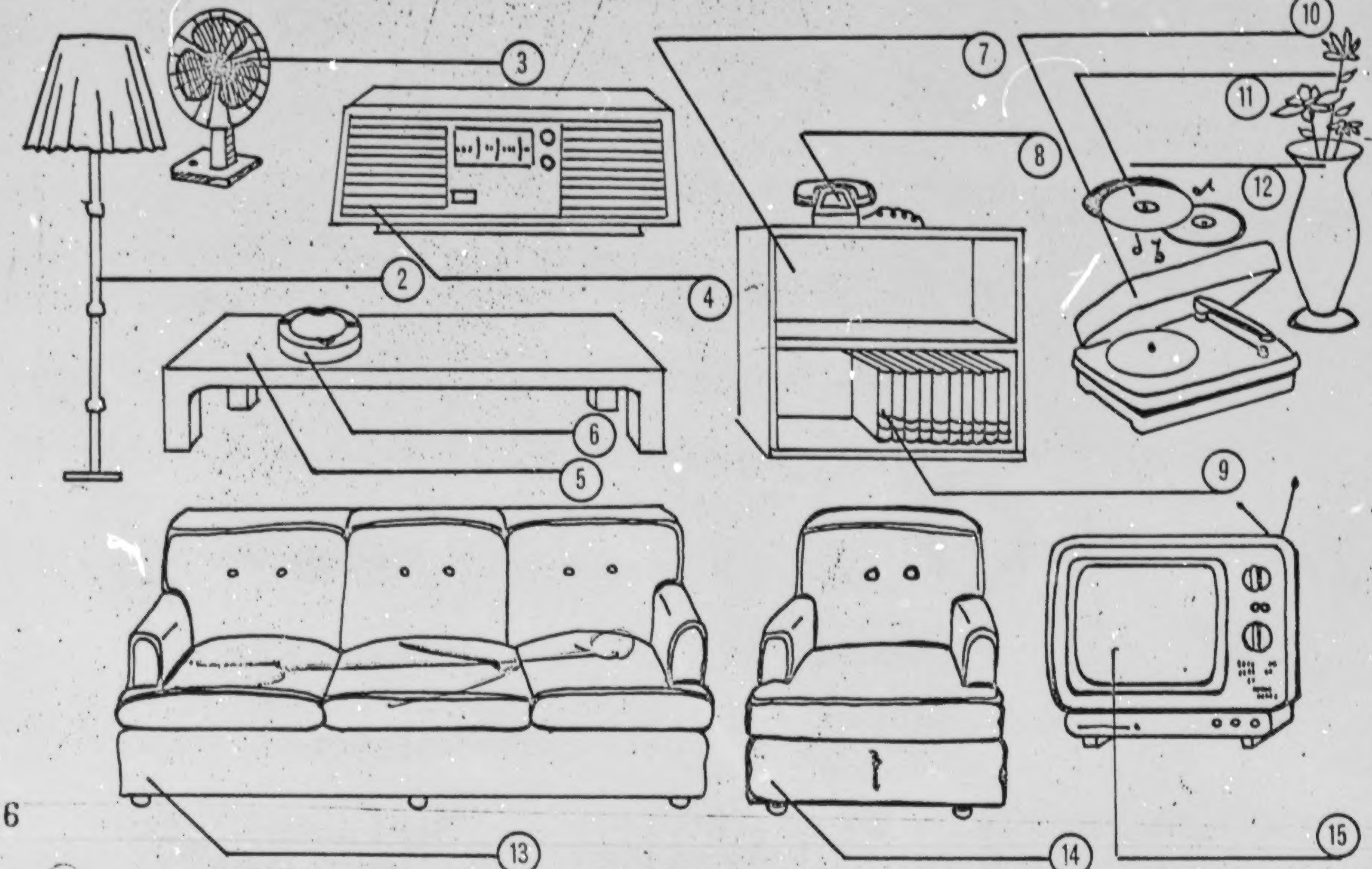
2
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12
13
14
15

① Livingroom

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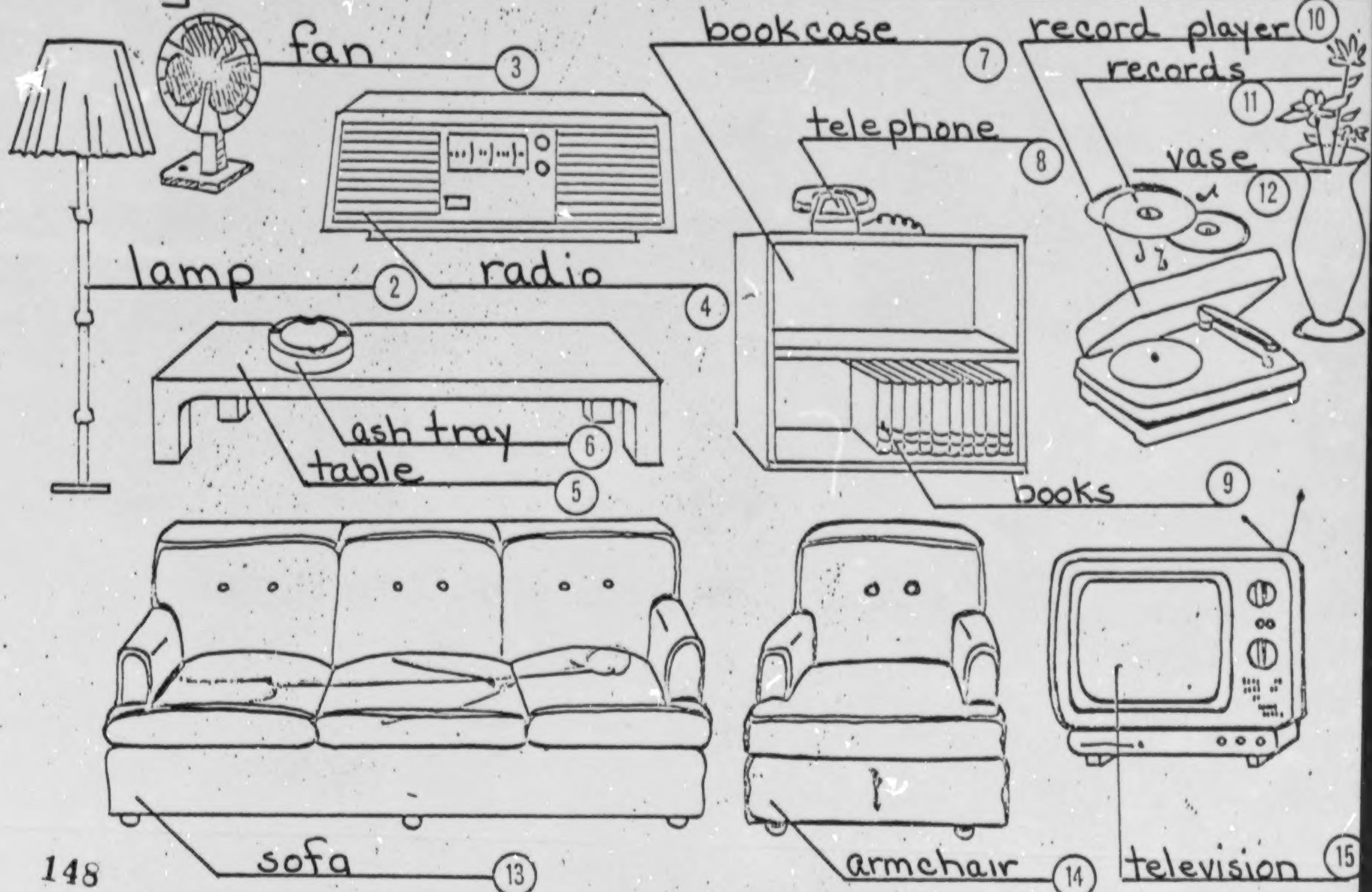
fan ③
record player ⑩
bookcase ⑦
records ⑪
telephone ⑧
vase ⑫
lamp ②
radio ④
ash tray ⑥
table ⑤
books ⑨
sofa ⑬
armchair ⑭
television ⑮

97

EXERCISES

Living Room

1. The telephone is on the (top, bottom) shelf of the (dresser, bookcase).

2. The books are on the (top, bottom) shelf of the bookcase.

3. You can play (records, books) on the record player.

4. When in the living room you can sit on the (sofa, armchair) or in an (sofa, armchair). You can watch (radio, television) or listen to the (radio, television).

5. The fan is used to (cool, heat) you off.

6. The ashtray is on (top, bottom) of the (chair, table).

① Kitchen

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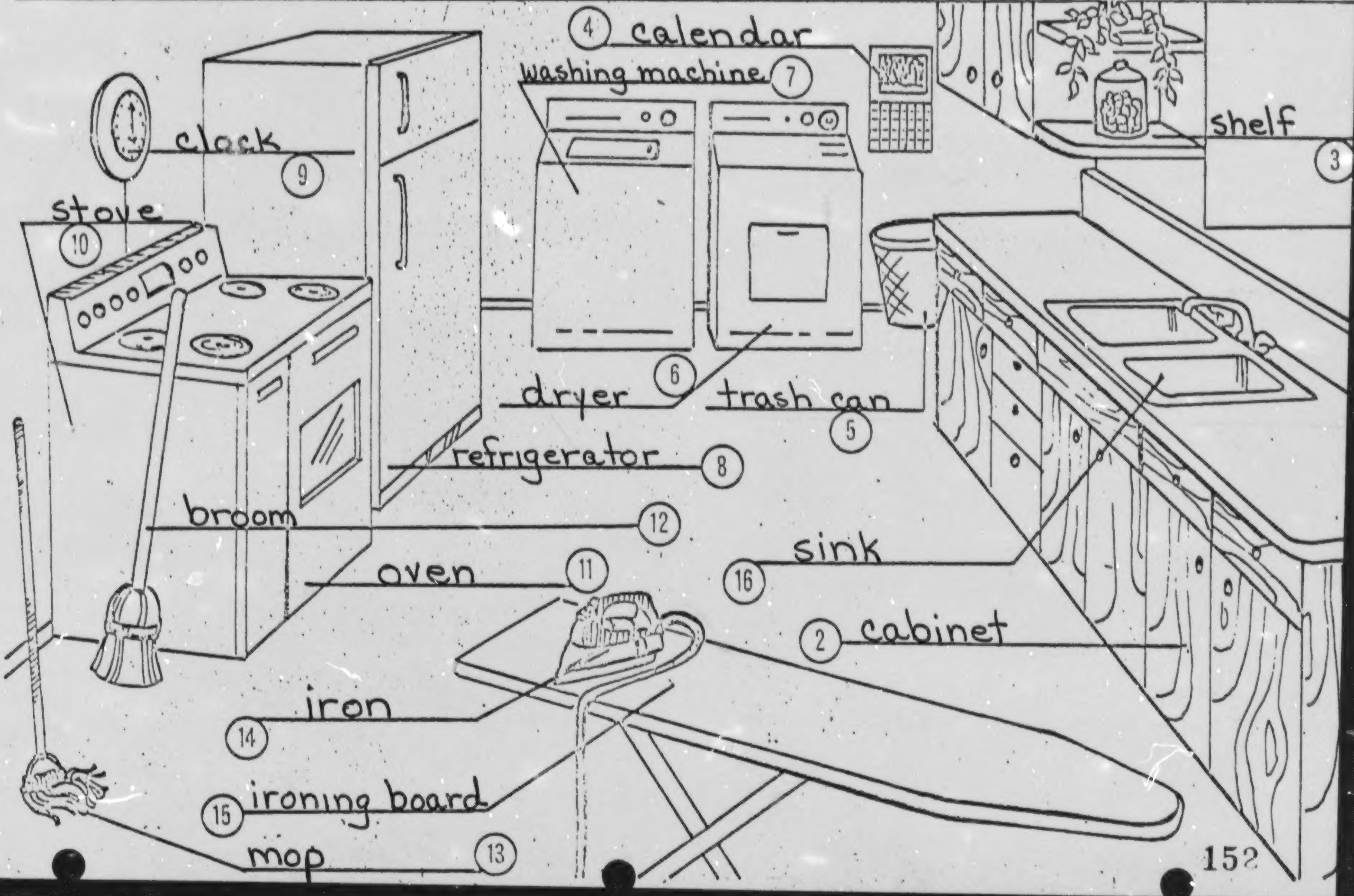
④ calendar
washing machine ⑦
clock ⑨
shelf ③
stove ⑩
dryer ⑥
trash can ⑤
refrigerator ⑧
broom ⑫
oven ⑪
sink ⑯
② cabinet
iron ⑭
ironing board ⑮
mop ⑬

6

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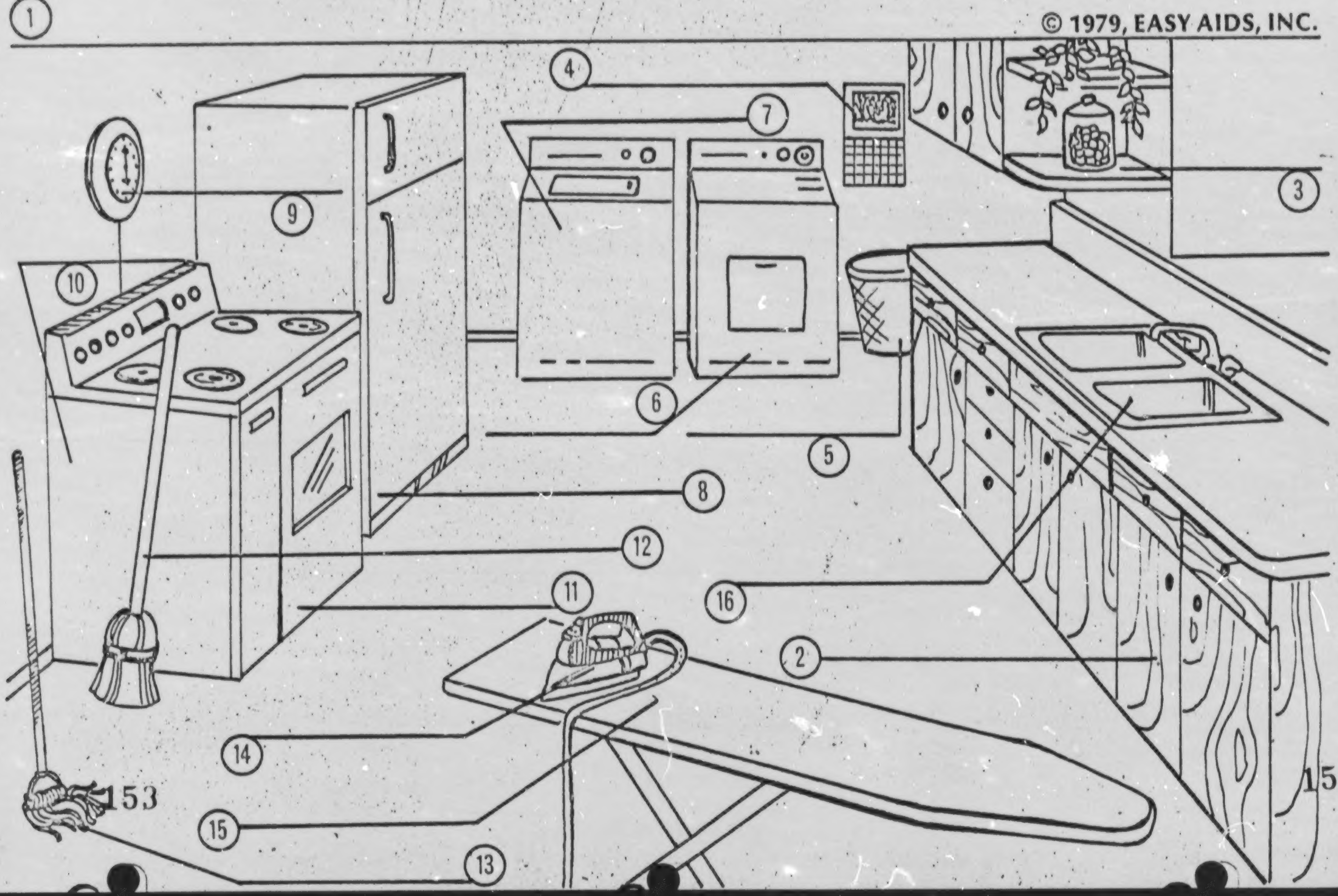
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① Kitchen items

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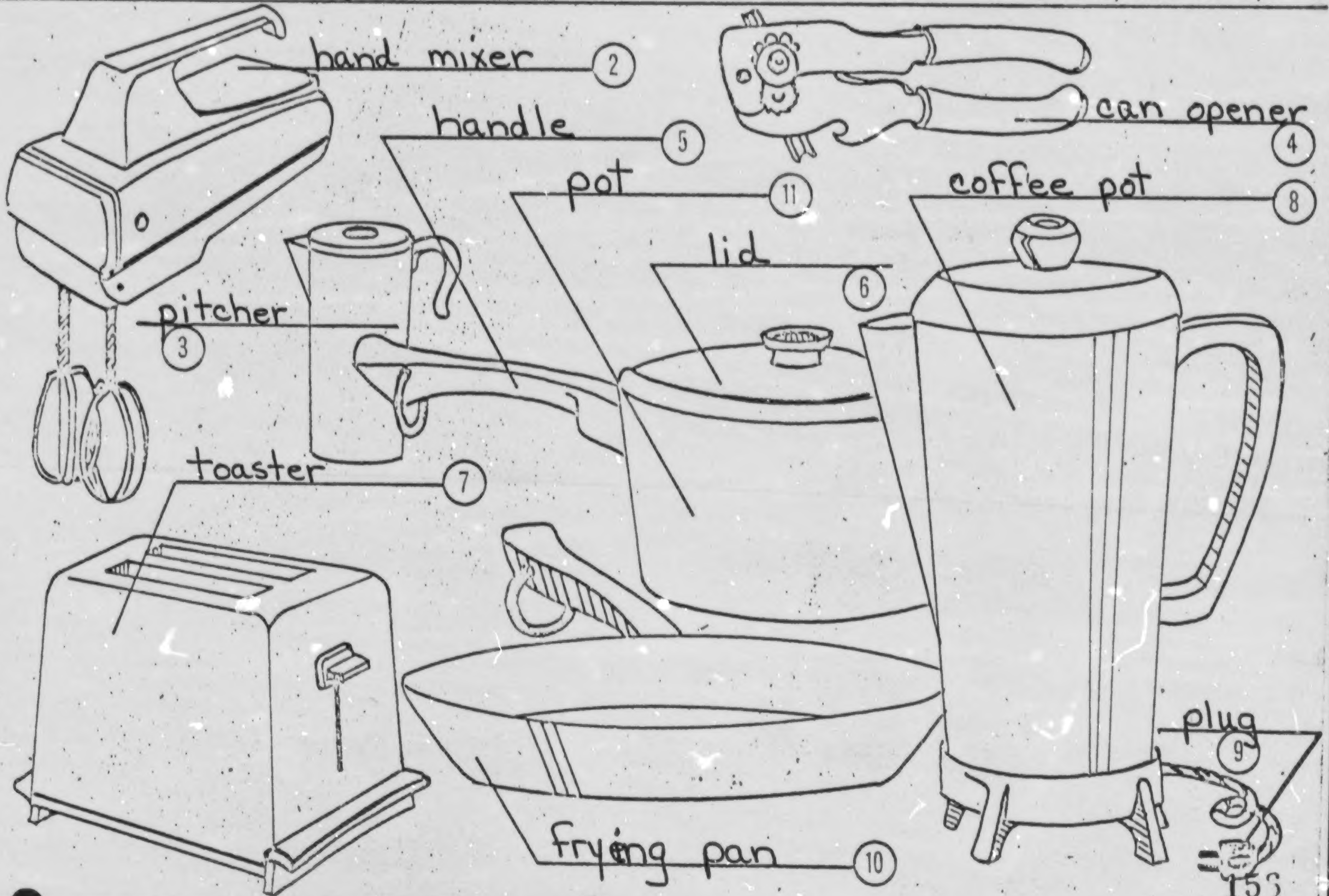
hand mixer ②
can opener ④
handle ⑤
pot ⑪
coffee pot ⑧
lid ⑥
pitcher ③
toaster ⑦
plug ⑨
frying pan ⑩

7

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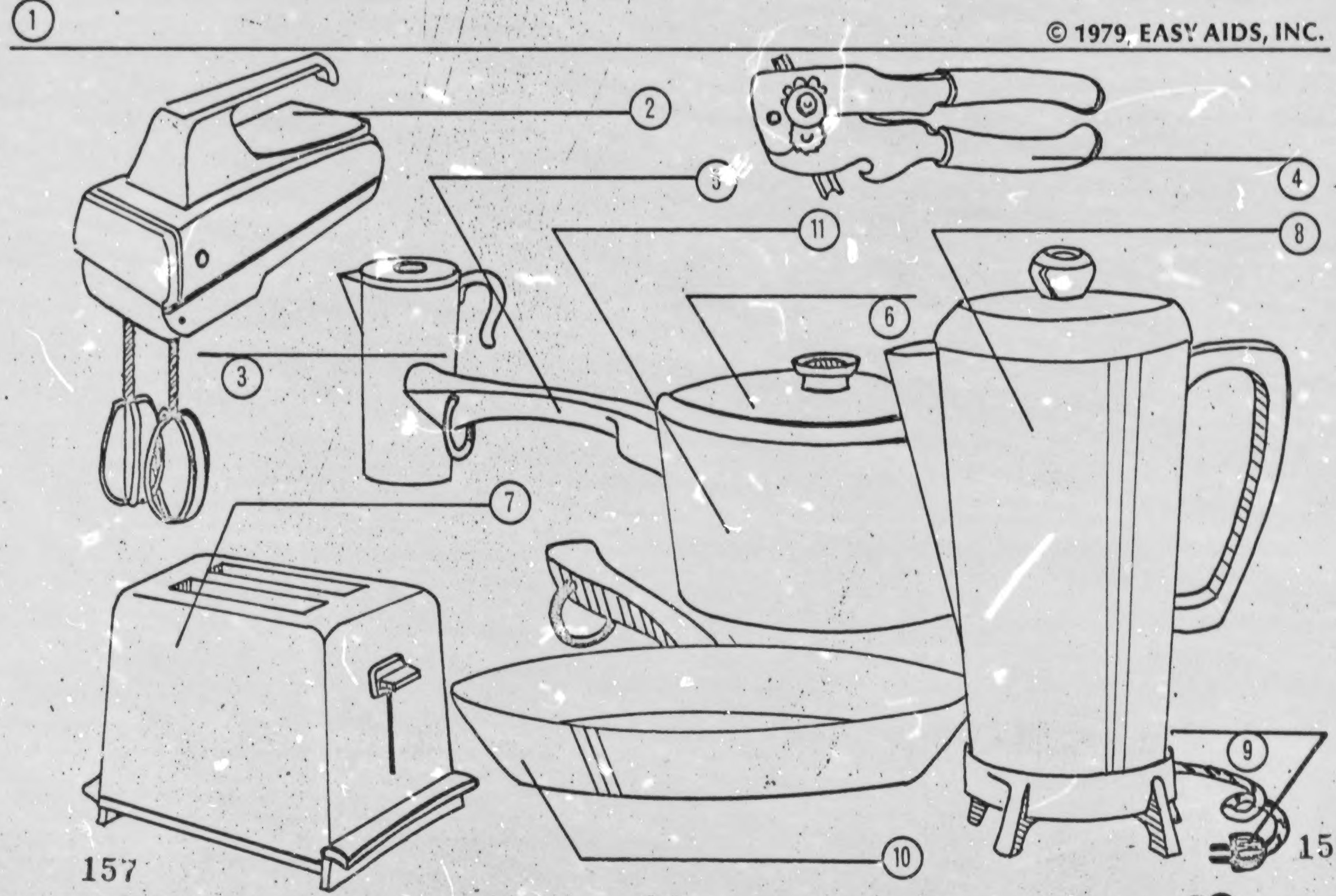
①
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⑩
⑪

EXERCISES

Kitchen

1. The calendar is (in, on) the wall.
2. Turn (on, off) the iron when you finish ironing and (plug, unplug) it.
3. Wash the dishes (on, in) the (oven, sink).
4. Dirty clothes must first go in the (washer, dryer) and then the (washer, dryer).
5. Sweep the floor with the (mop, broom).
6. Milk must be kept in the (oven, refrigerator).

5

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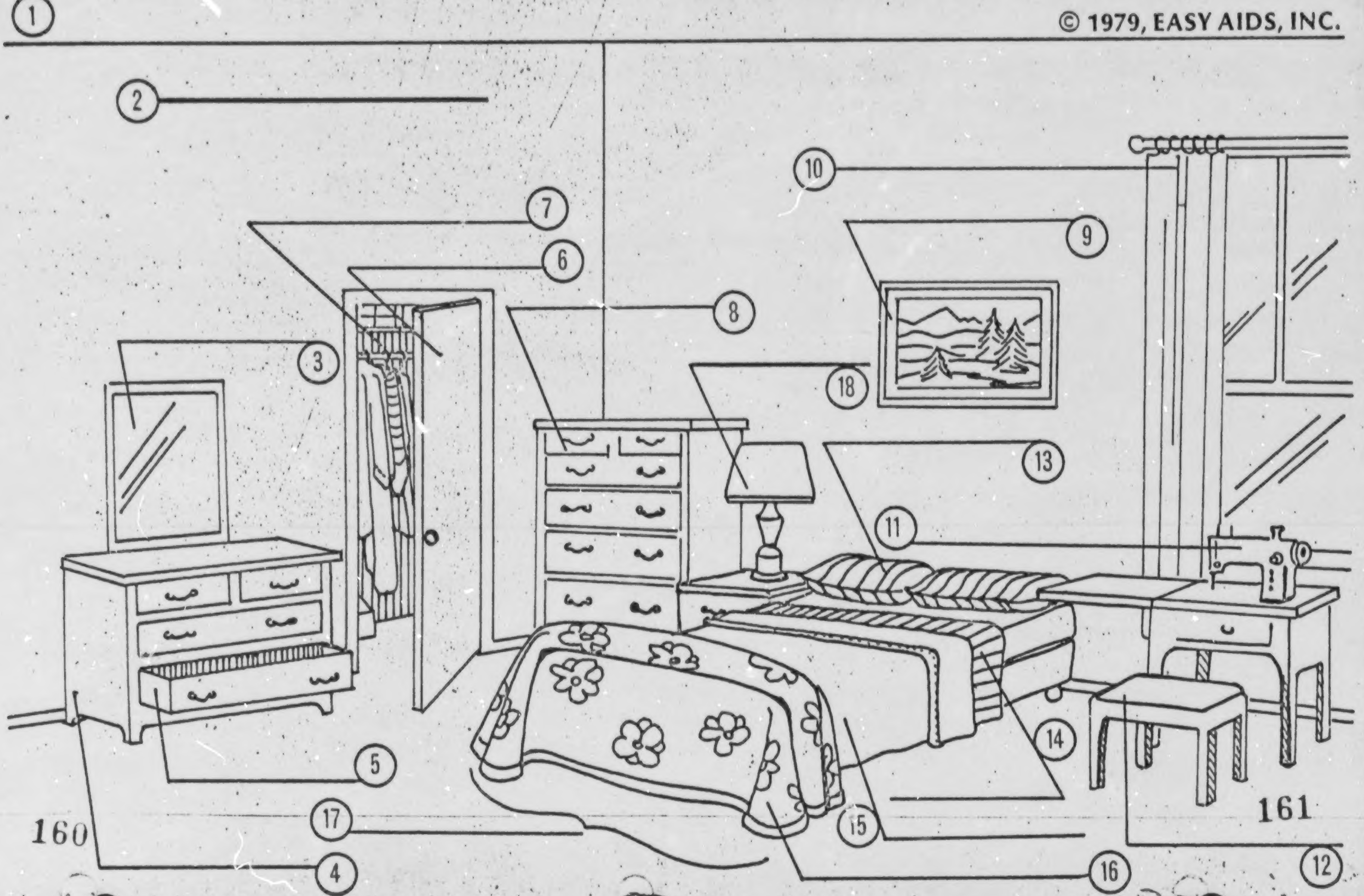
1
2
7
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18
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5
17
15
16
4
12

① Bedroom

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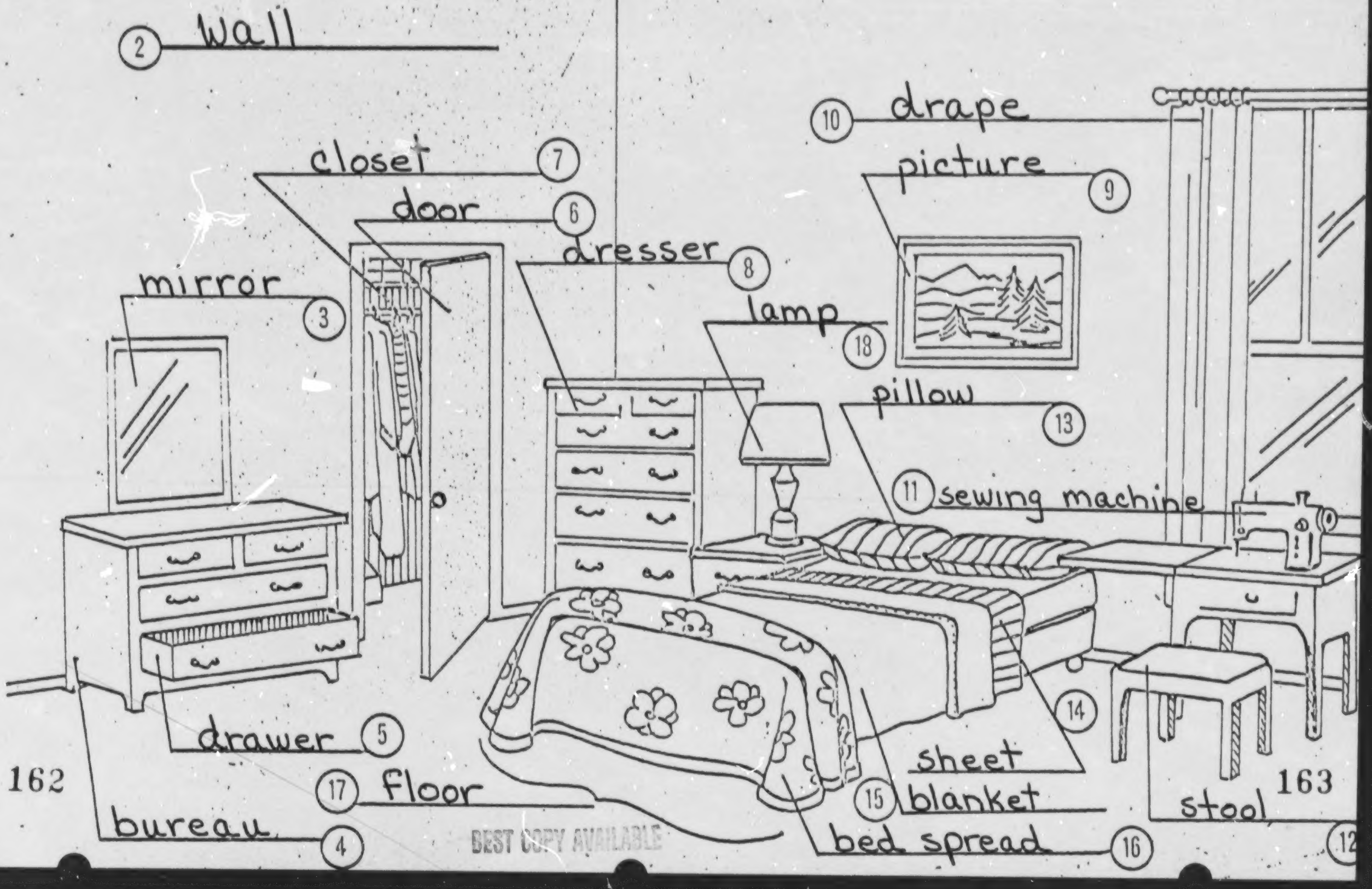
② wall
⑩ drape
closet ⑦
door ⑥
picture ⑨
dresser ⑧
mirror ③
lamp ⑱
pillow ⑬
⑪ sewing machine
⑭
drawer ⑤
sheet
⑰ floor
⑮ blanket
stool ⑫
bureau ④
bed spread ⑯

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EXERCISES

Bedroom

1. You hang your clothes (in, on) the (dresser, closet) and put sweaters (on, in) the (closet, drawer).

2. The picture is hung (in, on) the wall.

3. You can (cook, sew) drapes on the (sewing machine, oven).

4. When you make the bed, you put on two (blankets, sheets) a (blanket, sheet) on top and pillowcases (in, on) the pillows.

5. Turn (in, on) the lamp at night to read a book.

Taking Care of Business
Housing

VOCABULARY

Bathroom

- rug
- floor
- toilet
- toilet paper
- tissues
- sink
- medicine chest
- shower
- tiles
- bathtub
- shower curtain

Bathroom items

- comb
- scale
- toothpaste
- toothbrush
- towel
- towel bar
- razor
- razor blade
- soap
- soap dish
- hamper

2

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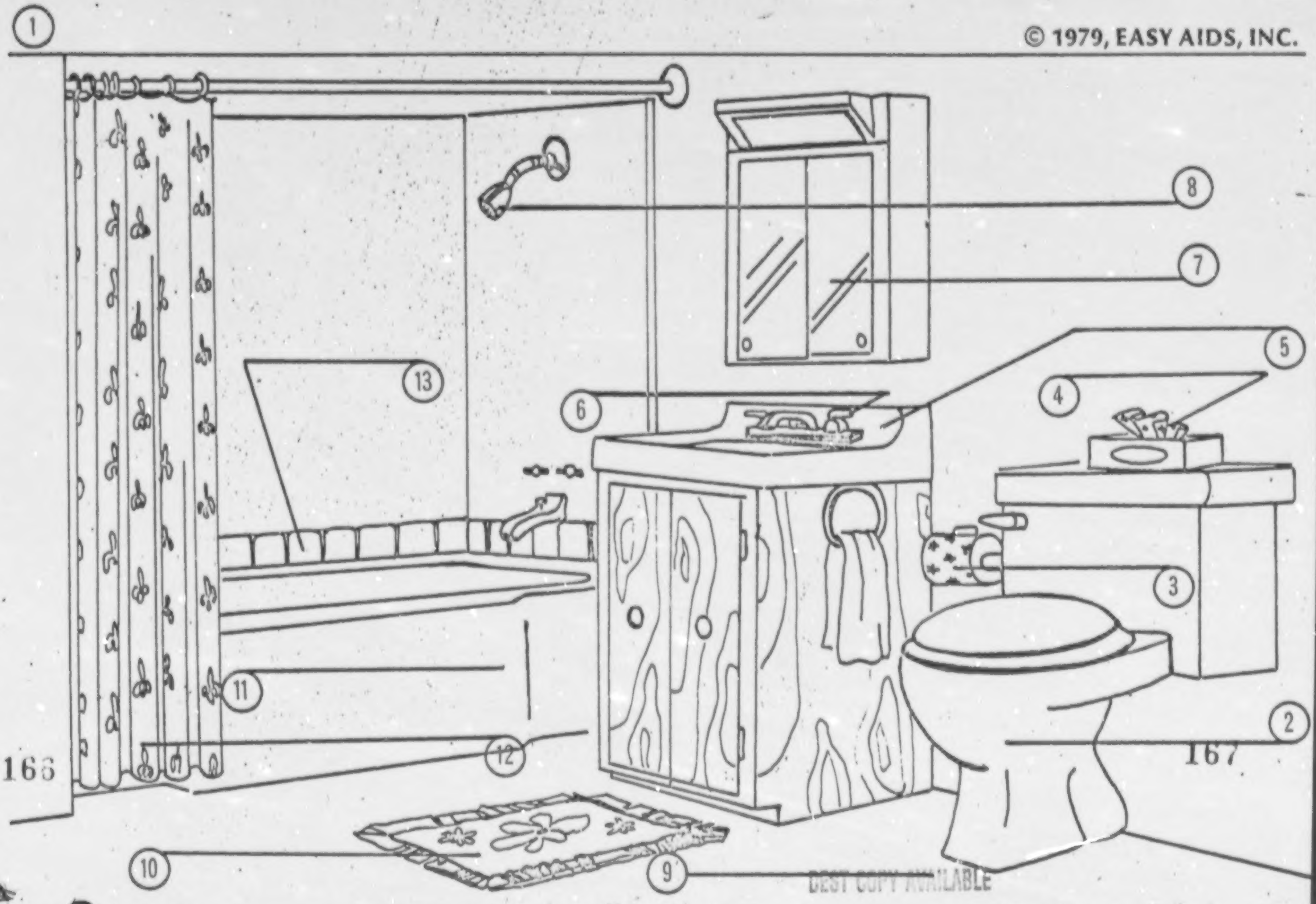
1
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9

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① Bathroom

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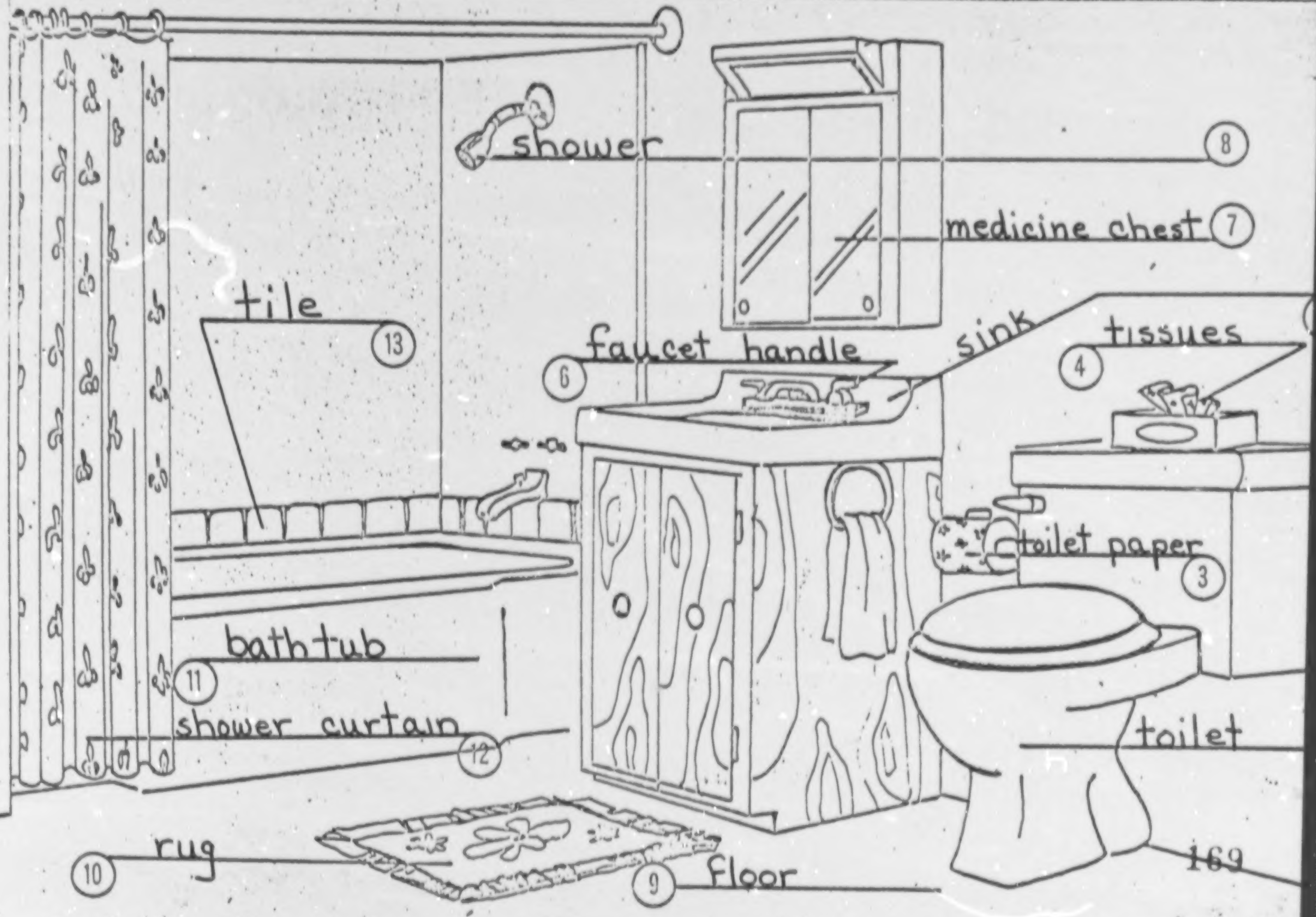
shower ⑧
medicine chest ⑦
tile ⑬
⑥ faucet handle
sink
④ tissues
toilet paper ③
bathtub ⑪
shower curtain ⑫
toilet
⑩ rug
⑨ floor

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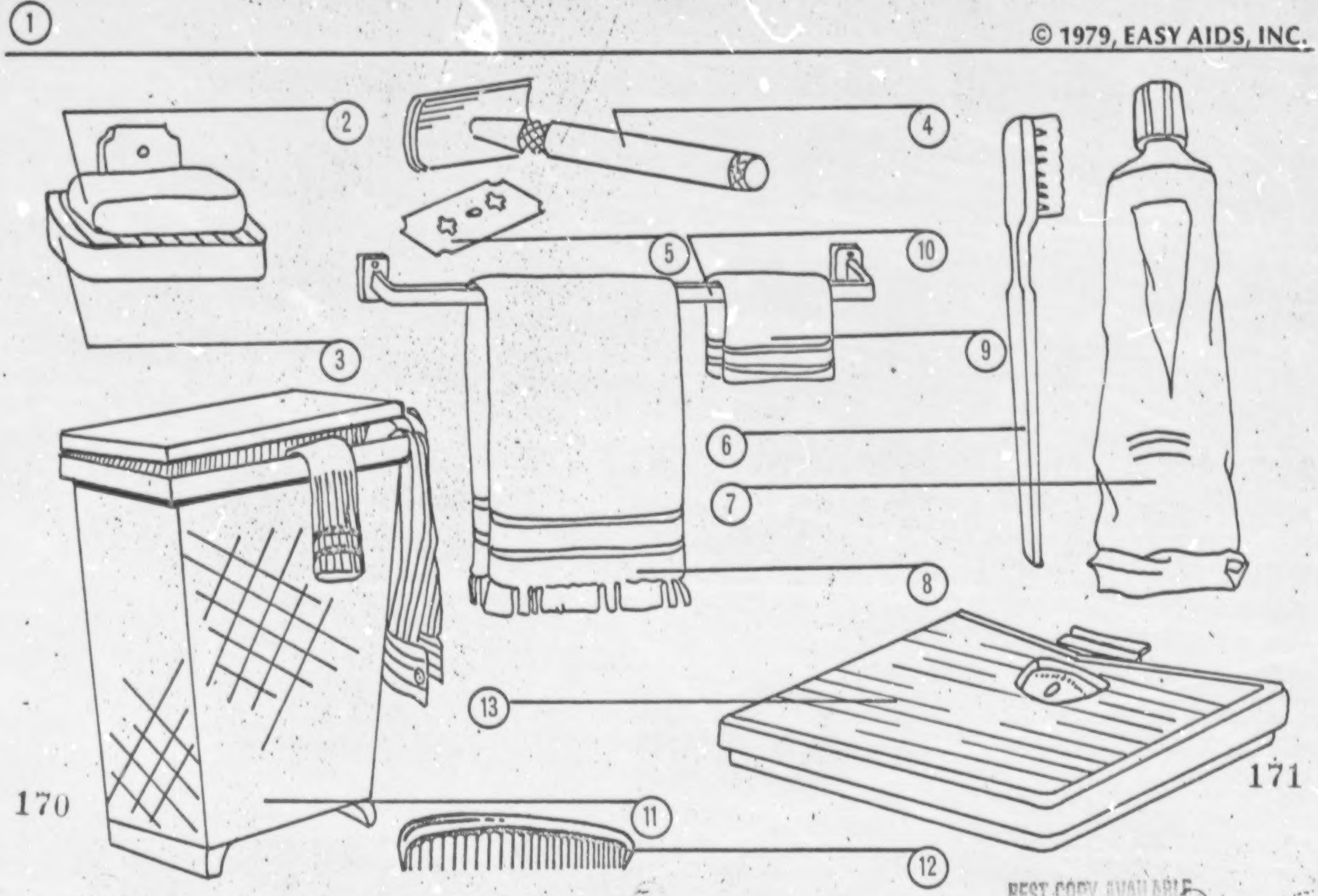
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⑪
⑫

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① Bath items

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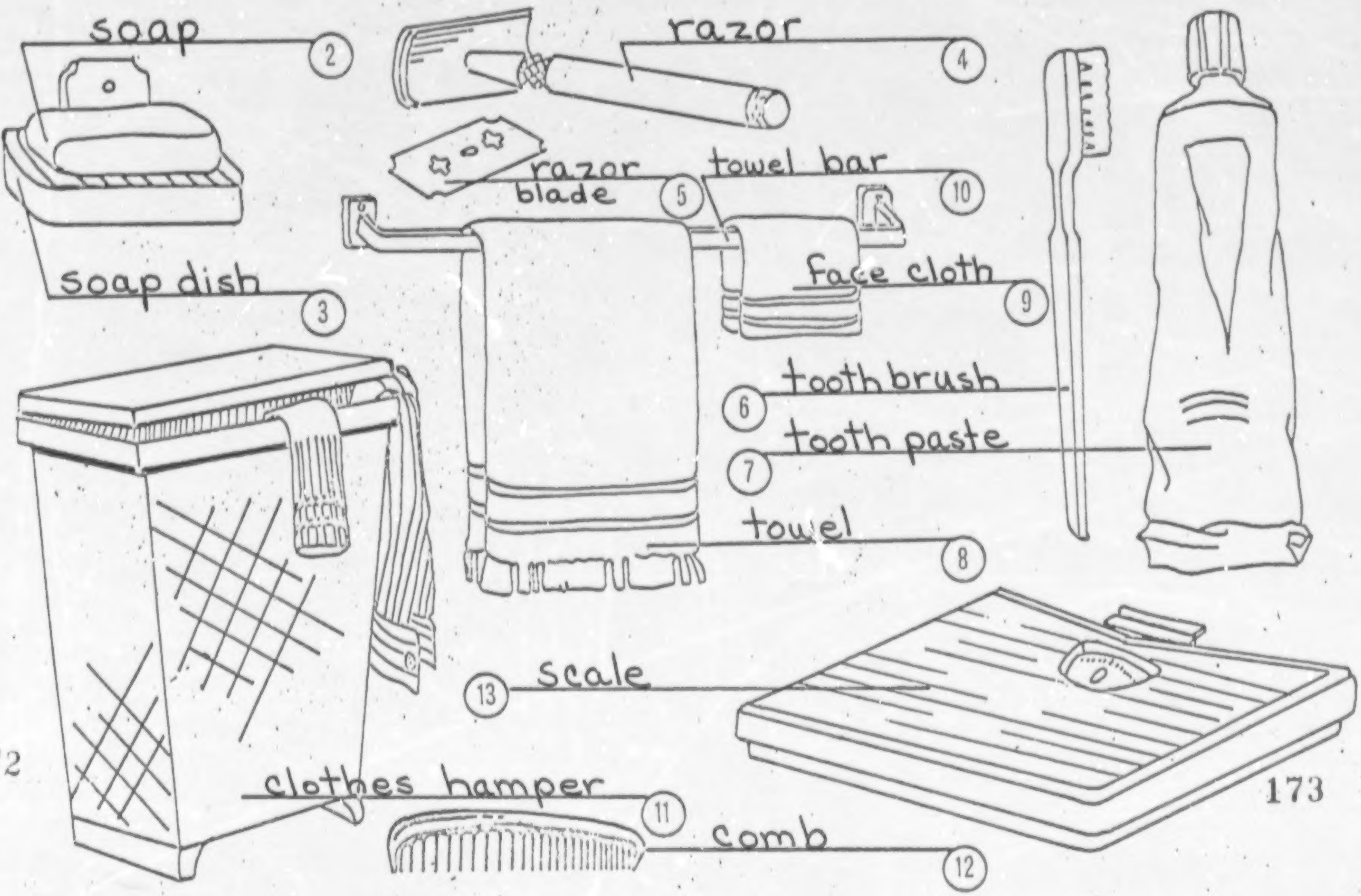
soap ②
razor ④
soap dish ③
razor blade ⑤
towel bar ⑩
face cloth ⑨
⑥ tooth brush
⑦ tooth paste
towel ⑧
⑬ scale
clothes hamper ⑪
comb ⑫

EXERCISES

Bathroom

1. Wash your face (on, in) the sink. Use (soap, lotion) and water, then dry it with a (sheet, towel).

2. Hold your hands (over, under) the water to wash them.

3. Close the (shower curtain, cabinet) before you take a (walk, shower).

4. Keep all medicine (in, on) the (sink, medicine chest).

5. Flush the (sink, toilet).

6. Don´t trip over the (curtain, rug) on the floor.

7. Don´t drop the tube of toothpaste (on, off) your (feet, foot), you don´t have your slippers on and you can get hurt.

8. Put toothpaste (in, on) the toothbrush and brush your (teeth, tooth).

9. Be careful when you shave; the razor is very (dull, sharp) and you can cut yourself.

10. The towel is hanging (under, over) the towel bar.

Taking Care of Business
Housing

EXERCISE ANSWER KEY

Bedroom

1. in - closet
2. on
3. sew - sewing machine
4. sheets - blanket - on
5. on

Kitchen

1. on
2. off - unplug
3. in - sink
4. washer - dryer
5. broom
6. refrigerator

Living Room

1. top - bookcase
2. bottom
3. records
4. sofa - armchair
5. cool
6. top - table

Bathroom

1. in - soap - towel
2. under
3. shower curtain - shower
4. in - medicine chest
5. toilet
6. rug
7. on, feet
8. teeth
9. sharp
10. over

Taking Care of Business
Housing

VOCABULARY

- ad
- advertisement
- apartment
- house
- rent
- advertized
- classified
- index
- column
- business office
- service representative
- service
- connected
- directory
- entry
- deposit
- refund
- interest
- cable
- charge

In Today's Issue

Area News 10
Classified 31
Comics 35
Editorials 6
Entertainment 20
Finance 29
Food 25
Obituaries 30
People In The News 2
Science/Health 15
Sports 26
State News 12
Television Listings 18
Weather 2

Taking Care of Business
Housing
Dialogue: Jose and Maria
Subject: Classified Ads/Apartment Rentals

DIALOGUE #1

Jose: It is time to look for a new apartment, Maria. Get the newspaper and we can see what apartments are advertized.

Maria: Where do I look in the paper to find apartments for rent?

Jose: Look on the front page for the Index. It tells what's in the paper and what page it's on. We need the Classified Section. It lists apartments for rent.

Maria: Here it is - page 31. There are so many different ads. How do I know where to look?

Jose: Find the column "Apartments".

Maria: This is it. I can't read the ads; there are many words with strange spellings. Please explain these ads to me.

Jose: They are not really hard to read. You have to know the meanings of the abbreviations. Then, you can understand the ads.

Functional Vocabulary

I

bedroom
kitchen
dining room
closet
living room
bathroom
dishwasher
stove
sink
shower
bathtub
appliance(s)
refrigerator
stove
oven
washer
dryer
dishwasher
freezer
television(T.V.)
telephone
radio

II

apt.-apartment
bldg.-building
utils.-utensils
kit.-kitchen
bath.-bathroom
rms.-rooms
lg.-large
hse.-house
bdrm.-bedroom
mod.-modern
incl.-included
nr.-near
blk.-block
bdwk.-boardwalk
fl.-floor
elev.-elevator
transp.-
transportation
excel. loc.-
excellent location
A/C-air conditioning
cpl.-couple
pref.-preferred
mos. sec.-
months security
entr.-entrance
sep.-separate
lse.-lease
furn.-furnished
dplx.-duplex
bsmt.-basement
unf.-unfurnished
cond.-condition
classified

III

neighborhood
safe
security
extra money
included
separate
clean
dirty
lease
landlord
ceiling/leaks
drain/clogged
faucet leaks
frozen pipes;
no water
no heat
draft coming through
door
stove not working
draft coming through
door

IV

leasing
telephone
buying
telephone
turned-on
connected
"hooked-up"
service
person

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APT. FOR RENT UNF.	APT. FOR RENT UNF.	APT. FOR RENT FURN.	HOUSES FOR SALE	HOUSES FOR SALE
AC-- 2 BR, LR/ Din.Area, Kit, Util R, W/D, Bath, yrly, inc util $400/mo. 348-7474	BRIG -- 1 BR, all utils., nr. transp., full kit., no pets. 2 mos. sec. $475/mo. Call 266-1234.	AC-- 1 BR, nr. beach. Elevator bldg. Summer or yrly. lse. $420/mo. plus util. 344 7471.	AC Dplx -- 3 BR, 1 Bath ea. unit. New roof. Asking $77,000. New Day Realty, 345-6789	ABSECON -- 3 BR, patio, garage, eat-in kit., 1-½ bath. Nr. transp. $80,000 Pine Real Estate 646-1500
AC -- unf., nr. bdwk, 1 BR, LR, kit, $360/mo. plus util. 344-0101	MARGATE-- 2 BR, new kit., W/D. Yrly. $425/mo. 823-6600 aft. 4 pm.	VENTNOR--Mod. 3 BR, kit., 1-½ bath, A/C, nr. bdwk. $700 mo. plus util. Call Frank, 823-9559	AC -- 2 story, 2 BR, nr. schools, bdwk. central A/C. $49,000. Call Jane 344-1492.	
AC -- 3 BR. inc. heat, hot water, cooking gas. exel. loc. $600/mo. 609-347-8866				

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Taking Take of Business
Housing

Questions/Looking For An Apartment

1. In which town is there an apartment that costs $425/month to rent?

2. How much does the three-bedroom apartment in Atlantic City cost?

3. Which apartment is Frank renting?

4. One of the apartments has a new kitchen. How many bedrooms does it have?

5. There is an apartment that forbids pets. Where is this apartment located?

6. There is an apartment in Atlantic City with a washer and dryer. Does it also have a dining area?

7. Which apartment is in a building with an elevator?

8. How much does the duplex cost?

9. Which house costs the least amount of money?

10. What is the telephone number of Pine Real Estate?

108/111

Taking Care of Business
Housing

Answer Key/Looking For An Apartment

1. Margate
2. $600/mo.
3. The furnished apartment in Ventnor.
4. Two
5. In Brigantine
6. Yes
7. The furnished apartment in Atlantic City.
8. $77,000.00
9. The two-story house in Atlantic City.
10. 646-1500.

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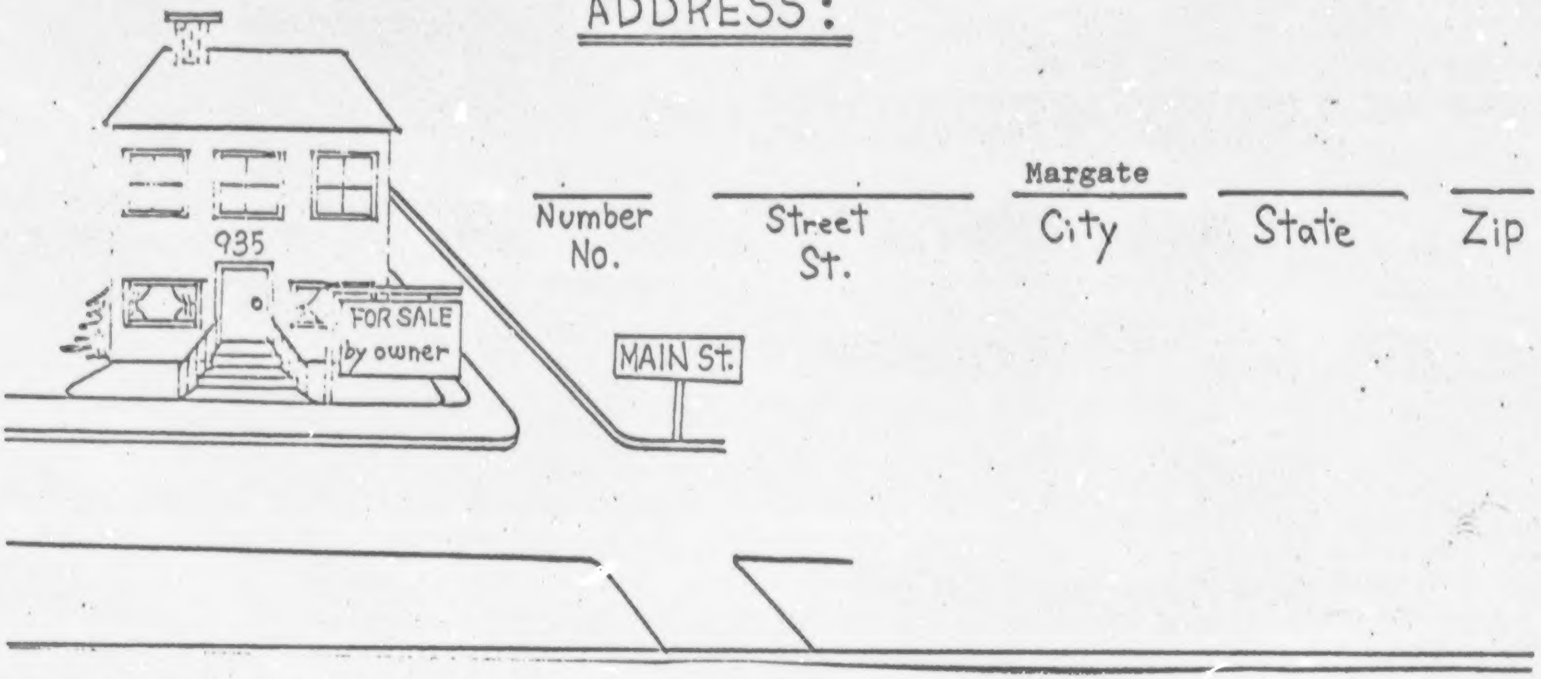
Taking Care of Business
Housing

Exercise/House for Sale

Directions:

On the lines, fill in the information about the address. Some information is given in the picture and some information is given below.



ADDRESS:

______ Number No.

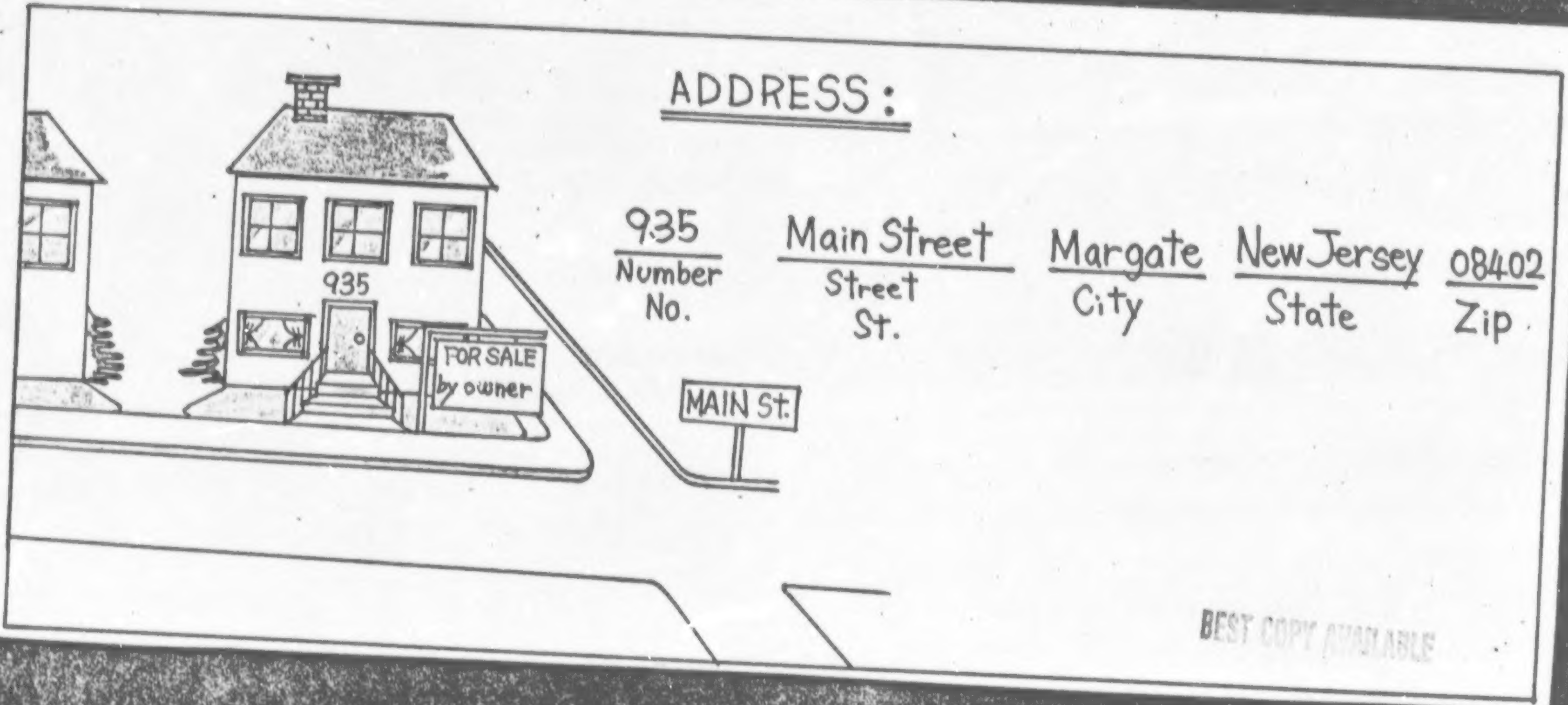
______ Street St.

Margate City

______ State

______ Zip

Atlantic City, New Jersey 08401
Margate, New Jersey 08402
Longport, New Jersey 08403


935
FOR SALE
by owner
MAIN St.

ADDRESS:

935	Main Street	Margate	New Jersey	08402
Number No.	Street St.	City	State	Zip

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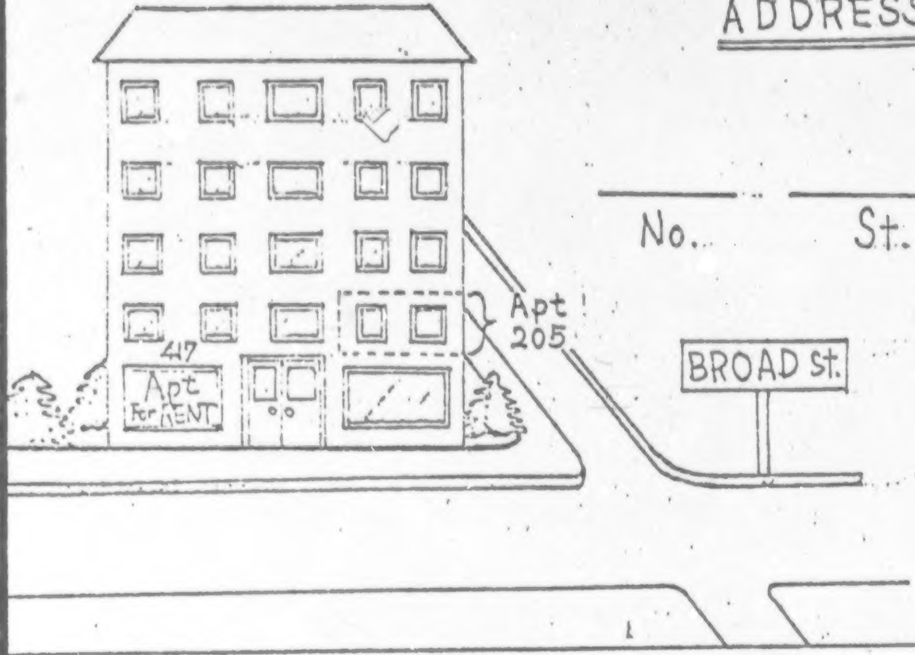
Exercise/Apartment for Sale

Directions:

On the lines, fill in the information about the address. Some information is given in the picture and some information is given below.

ADDRESS:



_____ _____ _____ _____ 08401
No. St. City State Zip Code

Atlantic City, New Jersey 08401
Margate, New Jersey 08402
Longport, New Jersey 08403

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Taking Care of Business
Housing
Dialogue: Jose, Maria, and Landlord
Subject: Apartment Rentals

DIALOGUE #2

Jose: The sign in that window says "Apartment for Rent". Let's ring this doorbell and ask to see it.

Maria: I hope this apartment is big enough for us. (He rings the doorbell.)

Landlord: Good afternoon, may I help you?

Jose: We want to see the apartment you have for rent, please.

Landlord: Follow me. It's on the second floor. It's a nice apartment; it's bright and sunny. Here it is - number 205.

Jose: This room is very big!

Landlord: This can be used as a living room and dining room.

Maria: Where are the bedrooms. The ad in the paper tells us you have two bedrooms.

Landlord: That's right. The bedrooms are down the hallway. The bathroom is between them.

Maria: They're very nice.

Landlord: Do you want to see the kitchen, now?

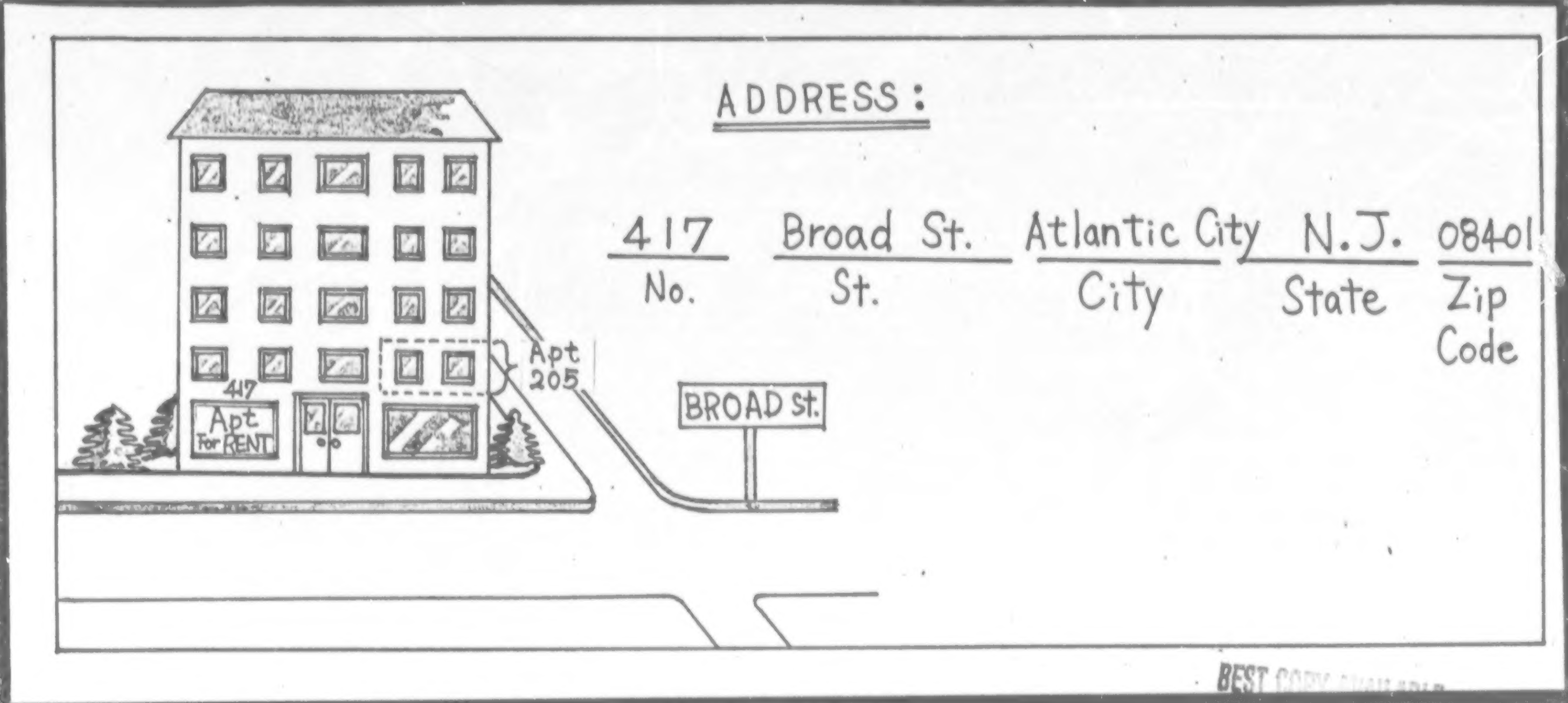
Jose: Yes, please.

Landlord: Here it is, right next to the dining area. There is a tiny room near the back door. You can use it as a utility room. It's big enough for a washer and dryer.

Jose: How much is the rent?

Landlord: It's $400.00 a month including heat. You pay electric and telephone.

Maria: We want to think about it.


417
Apt
For RENT
Apt
205
BROAD St.

ADDRESS:

417	Broad St.	Atlantic City	N.J.	08401
No.	St.	City	State	Zip Code

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Taking Care of Business
Housing
Dialogue: Jose, Maria, and Landlord
Subject: Apartment Rentals

DIALOGUE #2 Cont.

Landlord: Fine, but don't wait too long. Others are interested in this apartment too. Whoever gives me a deposit first, that's who gets the apartment.

Jose: How much deposit do you want?

Landlord: $50.00 is enough to hold the apartment for you. The rest of the $400.00 is due in two weeks.

Jose and Maria: Thank you, goodbye.

Landlord: Goodbye.

Taking Care of Business
Housing
Dialogue: Jose and Maria
Subject: Apartment Rentals

DIALOGUE #3

Maria:	That apartment is very nice Jose. Do you like it?
Jose:	I like that apartment, also. It is large enough for us right now. Even the price is right.
Maria:	Oh, then you go home and get the $50.00 deposit money and tell the landlord we want the apartment. Then I will call the electric company to find out when they can turn on the electric.
Jose:	Don´t forget to call the telephone company and the cable company to hook up the TV, too. I don´t like to be without a phone or a television. What are you drawing, Maria?
Maria:	I am drawing some of the furniture we have for our apartment. I don´t think we will have to buy anymore.
Jose:	You are really excited, aren´t you, Maria?
Maria:	Yes. I can´t wait to move in!
Jose:	These pictures are very good.

Taking Care of Business
Housing
Dialogue: Maria and Telephone Service Representative
Subject: Utility Hook-up/Telephone

DIALOGUE #4

Maria to Jose: I can use the telephone book to find the phone numbers for the telephone company and the cable company.(She looks through the telephone book.) First the phone company.(She reads from page 5 of the telephone book.) Dial 611 for the business office and ask for a service representative. (She dials the number at the telephone company.)

Service Representative: Good Morning, may I help you?

Maria: My name is Maria Ortiz. I want to order phone service for a new apartment.

Service Representative: What is the address where the phone is to be connected?

Maria: The address is 417 Broad Street, Atlantic City, Apartment 205.

Service Representative: What kind of phones do you want, and how many?

Maria: I would like one table model in brown.

Service Representative: How should we list the entry in the phone directory.

Maria: Please list it as Jose and Maria Ortiz.

Service Representative: Please spell your last name.

Maria: It´s O-R-T-E-Z.

Service Representative: Thank you ma´am. Mrs. Ortez, is this the first time you have had a phone with our company?

Taking Care of Business
Housing
Dialogue: Maria and Telephone Service Representative
Subject: Utility Hook-up/Telephone

DIALOGUE #4 Cont.

Maria: Yes, it is.

Service Representative: Then, you must pay a deposit of two months rental.

Maria: Will I get the money back?

Service Representative: Your deposit is refunded with interest within a year.

Maria: How soon can you connect our phone?

Service Representative: We can send a service man next Monday in the afternoon around 1:00 p.m.

Maria: Thank you. I can send the deposit today by mail.

Taking Care of Business
Housing
Dialogue: Maria, Jose, and Cable Service Representative
Subject: Connecting the Cable TV

DIALOGUE #5

Maria: Someone can come to hook up the phone next Monday.

Jose: Good. What about the cable T.V.?

Maria: I can call now to arrange a cable hook-up. Let me look in the phone book for the number. Which section do I look in?

Jose: Use the yellow pages - under television.

Maria: Here it is on page 502 under Television - Cable.

Cable Service Representative: May I help you?

Maria: I want to get the cable hooked-up in my apartment.

Cable Service Representative: What is your address?

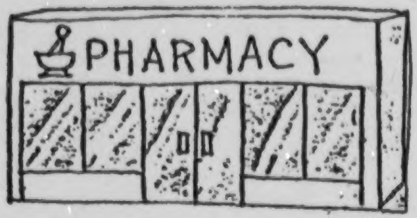
Maria: 417 Broad Street, Atlantic City, Apartment 205.

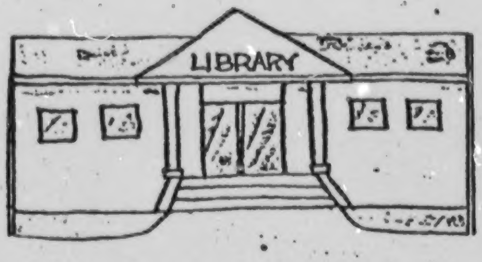
Cable Service Representative: Please come into our office and pay the charge for the connection of the cable. You have to sign some forms, also.

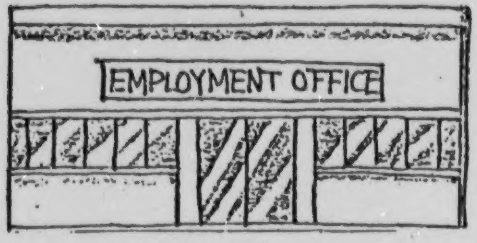
Maria: I can come down today. How long will it take to hook-up the cable?

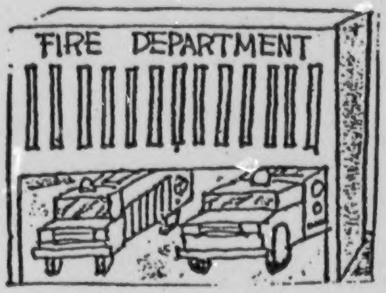
Cable Service Representative: After you pay, it takes about one week. We can schedule an appointment when you come in.

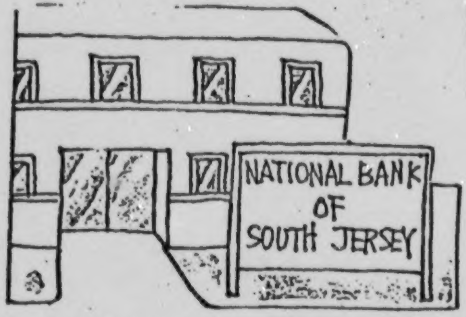
Maria: O.K., Thank you. Goodbye.

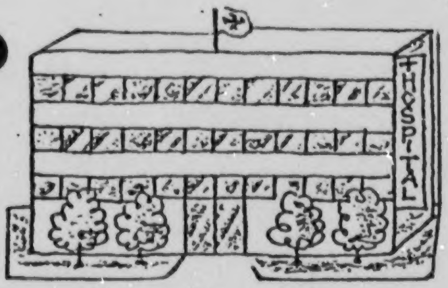

PHARMACY

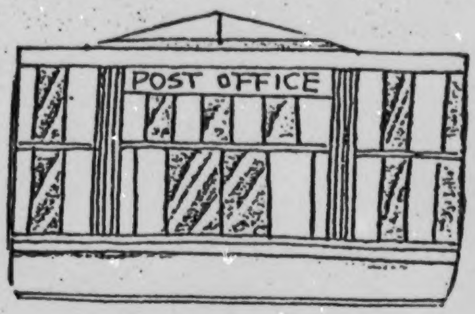

LIBRARY

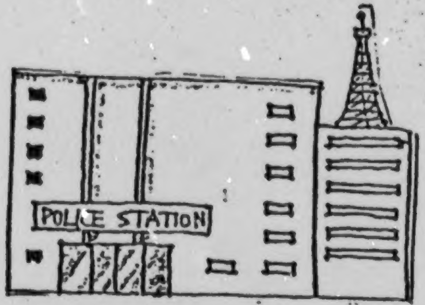

EMPLOYMENT OFFICE


FIRE DEPARTMENT


NATIONAL BANK
OF
SOUTH JERSEY


HOSPITAL


POST OFFICE


POLICE STATION

Getting Around
Public Transportation
Dialogue: Anne and Marie
Subject: Transportation Cost/Bus

DIALOGUE #1

Anne: Hi, Marie. How's your first week at school?

Marie: It's fine. I live close enough to walk to school too.

Anne: You're lucky. But when it rains or gets cold, you should take the bus.

Marie: Do you know how much the fare is?

Anne: Yes, it's seventy-five cents and remember, you need exact change.

Marie: You mean I can't get change from a dollar from the bus driver?

Anne: No, they're not permitted to give out change.

Marie: Thanks for telling me. I want to be prepared.

Getting Around
Public Transportation
Dialogue: Anne and Greg
Subject: Bus Schedule

DIALOGUE #2

Anne: When does the bus leave for Pleasantville?

Greg: It leaves at 3:30 this afternoon.

Anne: Do you know how often it leaves.

Greg: I have a bus schedule here in my pocket. Let's look at it together.

Anne: Here's the schedule for Pleasantville. Buses leave from Atlantic City every hour on the half-hour, right?

Greg: That's right. But look, on weekends the schedule is different.

Anne: Yes, it is. They leave every half-hour on week-ends and holidays. Thanks a lot for the information.

Greg: Your welcome.

Getting Around
Public Transportation
Dialogue: Margie and John
Subject: Transportation

DIALOGUE # 3

Margie: I have to catch the 9 o'clock bus to Philadelphia and I can't find a taxi.

John: Why don't you get a bus or a jitney to the bus station?

Margie: Where can I get a jitney?

John: You can catch one on Pacific Avenue. They come very often.

Margie: Where do I get off?

John. Just get off at Arkansas Avenue. The bus station is at Arkansas and Arctic Avenues.

Margie: Thanks a lot John.

John: Your Welcome.

Getting Around
Public Transportation
Dialogue: Irma and Carlos
Subject: Transportation Cost/Bus and Jitney

DIALOGUE #4

Irma: How often does the jitney run?

Carlos: Oh, about every ten minutes.

Irma: How often does the bus run?

Carlos: It depends. Different buses run on Atlantic Avenue. The local bus comes every twenty minutes.

Irma: Do you need exact change for both the bus and jitney.

Carlos: Yes, the fare is seventy-five cents for both.

Irma: Can I get a transfer to go to Ocean City?

Carlos: Sure, just ask the bus driver.

Irma: Thanks a lot.

Getting Around
Public Transportation
Dialogue: Susan and Clerk
Subject: Bus Schedule

DIALOGUE #5

Susan: Excuse me, sir. Can you tell me when the next bus leaves for Brigantine?

Clerk: Yes, there is one leaving in about thirty minutes.

Susan: Thank you. Do you know what time it arrives in Brigantine?

Clerk: Yes. It leaves here at 1 o'clock and arrives in Brigantine at 1:40.

Getting Around
Public Transportation
Dialogue: John and Joyce
Subject: Bus Schedule

DIALOGUE #6

John: I don't understand why a bus isn't here. It's 2:15.

Joyce: What time does it come?

John: It's suppose to be here at 2 o'clock.

Joyce: That's strange. Did you check the schedule?

John: Yes. I even have it with me. Look, it's right here. Monday through Friday every hour on the hour.

Joyce: Let me see that schedule John.

John: Sure. Here you are.

Joyce: John, this schedule expired in December. Look at the date. They have a new schedule for this year.

John: I didn't know that. Well, here comes a bus. Maybe the bus driver can give me a new schedule.

Joyce: Yes. They usually carry them on the bus.

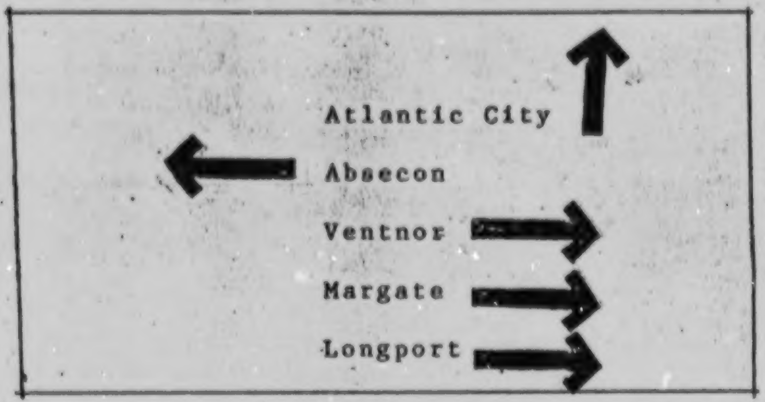
Getting Around
Public Transportation
Following and Giving Directions

Vocabulary

road sign
arrows
towns
sign
paints
direction
left
right
straight
miles

Getting Around
Public Transportation
Following and Giving Directions

Here is a road sign. The arrows tell you where the towns are.


Atlantic City
Absecon
Ventnor
Margate
Longport

A

Directions: Fill in the blanks with the following words-

right
left
straight

1. Go ____________________ to go to Atlantic City.

2. Turn ____________________ to go to Longport.

3. Turn ____________________ to go to Absecon.

4. Turn ____________________ to go to Margate.

5. Turn ____________________ to go to Ventnor.

Getting Around
Public Transportation
Following and Giving Directions

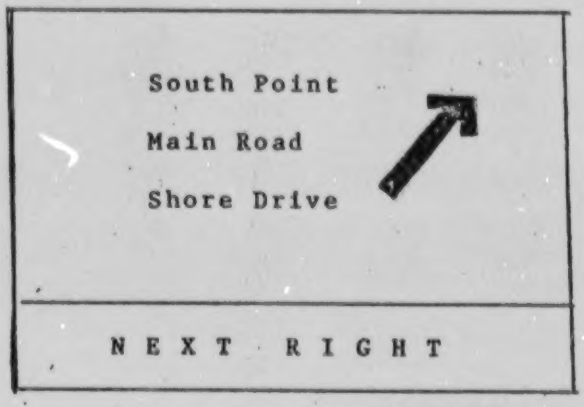
B

Fill in the blanks. Use the words in this list:

arrows
points
towns
sign
name

1. A road sign has a list of ________________ on it.
2. The ________________ tell you where the towns are.
3. All you have to do is find the ____________ of the town.
4. Then go the way the arrow ____________.
5. The road ______________ tells in which direction to go.

C



1. How do you get to Shore Drive?

2. How do you get to South Point?

3. How do you get to Main Road?

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Getting Around
Public Transportation
Following and Giving Directions

The numbers next to the towns stand for miles.

Atlantic City	10
Ventnor	14
Margate	17
Lonport	20

D

1. What is listed on the sign?

2. What do the numbers mean?

3. How many miles is it to Margate?

4. How many miles is it to Longport?

5. Which is farther away Atlantic City or Longport?

Getting Around
Public Transportation
Following and Giving Directions

Answer Key

A.
1. straight
2. right
3. left
4. right
5. right

B.
1. towns
2. arrows
3. name
4. points
5. sign

C.
1. keep right
2. keep right
3. keep right

D.
1. towns
2. miles
3. 17
4. Longport
5. Longport

Getting Around
Public Transportation
Reading A Bus Schedule

Vocabulary

time table
schedule
WD
Sat.
daily
LV
AR
A.M.
P.M.

Getting Around
Public Transportation
Reading a Bus Schedule

Questions

This is a timetable for a bus. The bus goes from Atlantic City Bus Terminal to the Atlantic City Airport. The numbers show the time the bus gets to each place.

READ DOWN		WD & Sat A.M.	Daily A.M.	Daily A.M.	Daily P.M.	Casinos Served
Atlantic City Bus Terminal	Lv	6.05	9.15	11.50	3.35	
North Carolina Ave. & Boardwalk	Lv	6.15	9.25	12.00	3.45	Resorts International
Park Place & Boardwalk	Lv	6.30	9.40	12.15	4.00	Bally's Park Place, Claridge, Sands, Caesars
Florida Ave. & Boardwalk	Lv	6.40	9.50	12.25	4.10	Playboy
Brighton Ave. & Boardwalk	Lv	6.50	10.00	12.35	4.20	Tropicanna
Providence Ave. & Capt. O' Donnell Parkway	Lv	7.00	10.10	12.45	4.30	Golden Nugget
Atlantic City Airport	Ar	7.25	10.35	1.10	4.55	
Connecting "Peoples Express" Flight Arrives Atlantic City Airport		7.25	10.35	1.10	4.55	

1. You get on the bus at the bus terminal at 6:05 what time do you get to Park Place and Boardwalk?

2. You get on the bus at Florida Avenue and Boardwalk at 4:10. What time do you get to Atlantic City Airport?

3. You get on the bus at Brighton Avenue and Boardwalk at 10:00. What time do you get to the airport?

4. The time is 11:00 A.M. You are at the bus terminal. When is the next bus to the airport?

5. The time is 3:50 P.M. You are at Brighton Avenue and Boardwalk. When is the next bus to Providence Avenue and Capt. O'Donnll Parkway?

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Getting Around
Public Transportation
Reading A Bus Schedule

Questions Cont.

6. The time is 3:30 P.M. You are not at Park Place and Boardwalk. When is the next bust to Brighton Avenue and Boardwalk?

7. You are at the Bus Terminal. You want to go to the ariport. You want to get their 1:10 P.M. What time should you get the bus?

8. You are at Providence Ave. and Capt. O'Donnell Parkway. You want to go to the airport. You want to get their at 10:35 A.M. What time should yo get the bus?

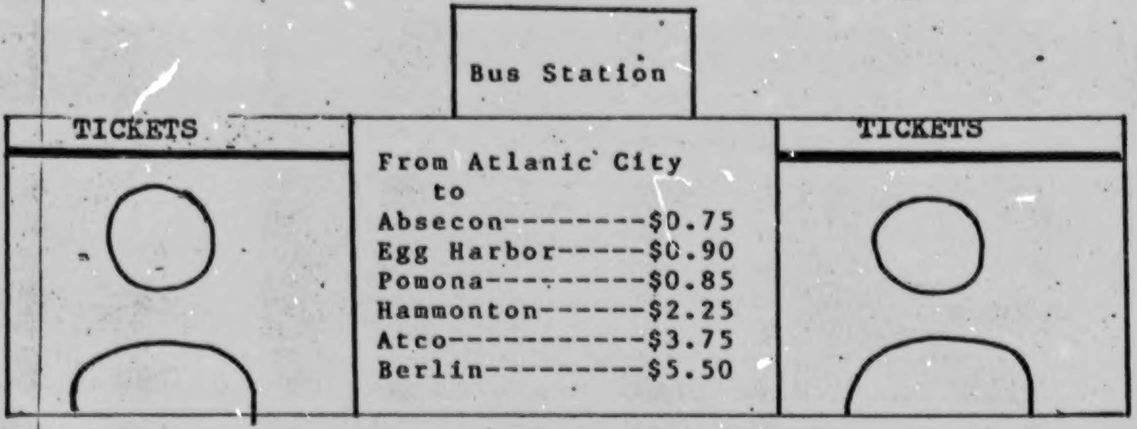
9. You are at North Carolina Avenue and Boardwalk. You want to go to Brighton Avenue and Boardwalk. You want to get their at 12:35. What time should you get the bus?

Getting Around
Public Transportation
Reading A Bus Schedule

Answer Key

1. 6:15
2. 4:55
3. 10:35
4. 11:50 A.M.
5. 4:20 P.M.
6. 4:00 P.M.
7. 11:50 A.M.
8. 10:10 A.M.
9. 12:00 P.M.

Getting Around
Public Transportation
Purchasing A Bus Ticket



From Atlantic City to	
Absecon	$0.75
Egg Harbor	$0.90
Pomona	$0.85
Hammonton	$2.25
Atco	$3.75
Berlin	$5.50

Questions

1. Which city is farthest from Atlantic City?

2. Which city costs the least to get to from Atlanic City?

3. Hector lives in Hammonton and works in Berlin. How much does it cost him to go one way? Both ways?

4. How much is a round trip from Atlatnic City to Atco?

5. Maria and Jose live in Egg Harbor and work in Atlantic City. How much does transportation cost for them each day?

Getting Around
Public Transportation
Purchasing A Bus Ticket

Bus Station Answer Key

1. Berlin

2. Pomona

3. $3.25 one way
   $6.50 both ways

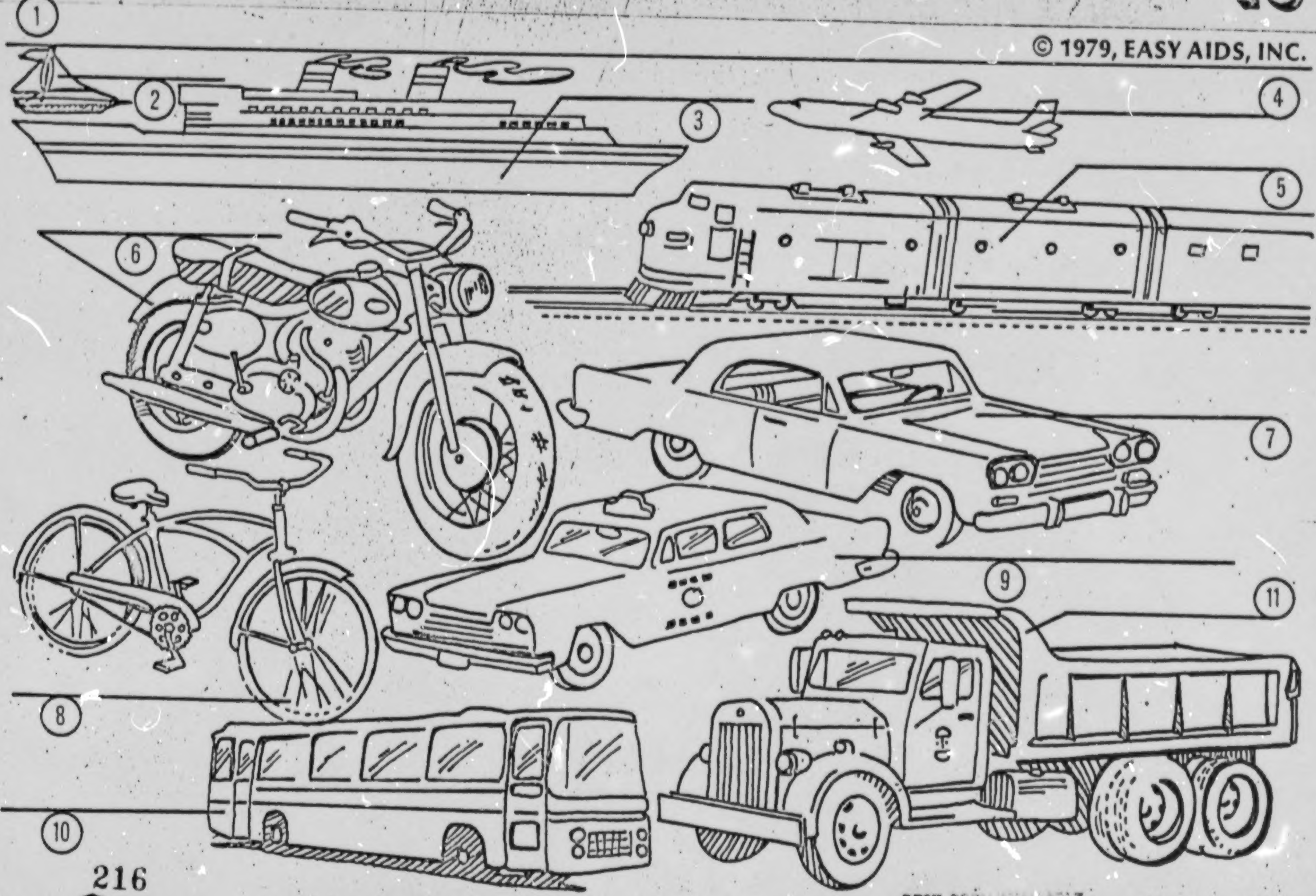
$$\begin{array}{r} \$5.50 \\ -2.25 \\ \hline \$5.25 \end{array}$$

4. $7.50

$$\begin{array}{r} \$3.75 \\ \times \quad 2 \\ \hline \$7.50 \end{array}$$

5. $3.60 for both

$$\begin{array}{r} \$0.90 \\ \times \quad 2 \\ \hline \$1.80 \end{array} \qquad \begin{array}{r} \$1.80 \\ +1.80 \\ \hline \$3.60 \end{array}$$


1
2
3
4
5
6
7
8
9
10
11

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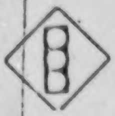
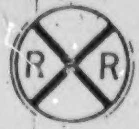
Getting Around
Public transporation
Traffic Symbols

A



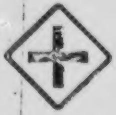
Signal ahead; traffic light is up the road

B



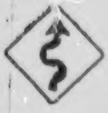
Railroad Crossing; watch out for approaching trains

C



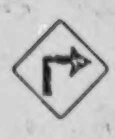
Crossroads; a few roads come together here

D



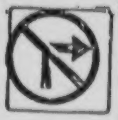
"S" Curve or Crooked Road: you should steer carefully

E



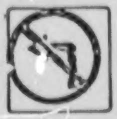
Turn Right; the road curves here

F



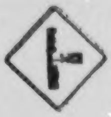
No Right Turn; you may not turn right here

G



No Left Turn; you may not turn left here

H



Side Road; be careful of traffic turning onto the road you are driving

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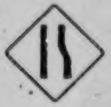
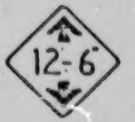
Getting Around
Public Transportation
Traffic Symbols (cont.)

I



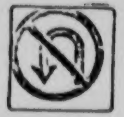
Merge Left--Right Lane: you must get into the left lane as soon as you can safely.

J



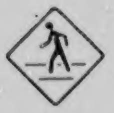
Clearance 12′-6": if you are driving any vehicle larger than the size on the sign, you can not fit here. You should take another route.

K



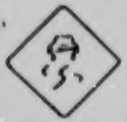
No U Turn: you may not make a turn that will enable you to drive in the other direction

L



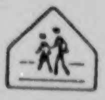
Pedestrian Crossing: look out for people on foot crossing the street here

M



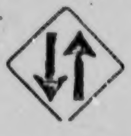
Slippery When Wet: when the road is wet (usually during a rain or snow), this part the road will cause you to skid if you′re not careful.

N



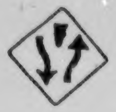
School Crossing: when children come out of school they cross the street here, so be careful

O



Two Way Traffic: cars will drive in opposite directions on this street

P



Divided Highway: there is some kind of barrier separating the cars going in opposite directions

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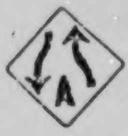
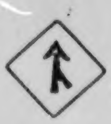
Getting Around
Public Transportation
Traffic Symbols

Q



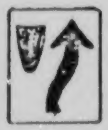
Divided Highway Ends: the barrier separating the traffic going in opposite directions is no longer in the middle of the road

R



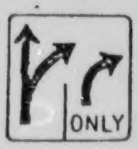
Merge: be careful, because the lane you are driving in will disappear, and you must get into the next lane as soon as you can safely

S



Keep Right: do not attempt to drive toward the left side of the road here

T



Right Lane Must Turn Right and Left Lane May Turn Right: if you are driving in the right lane, you must turn the next corner on the right. If you are driving in the left lane, you may make a right turn if you wish.

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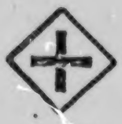
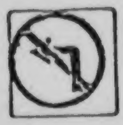
Getting Around
Public Transportation
Traffic Symbols

MATCHING TEST

DIRECTIONS: Look at each sign. Find the meaning in the column on the next page which best describes it. Write the letter of the sign in the blank after the meaning it matches. The meanings are listed in alphabetical order so they will be easier to find.

C


G


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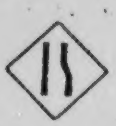
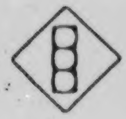
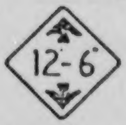
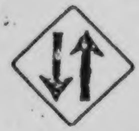
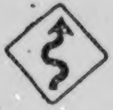
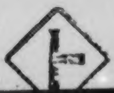


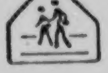
A


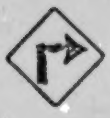
J


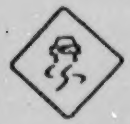
O


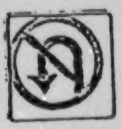
D


H


N


E


M


K


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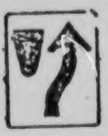

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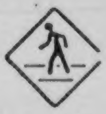

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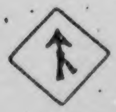

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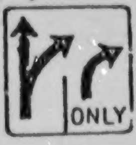

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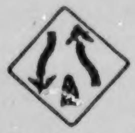

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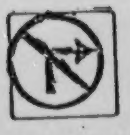

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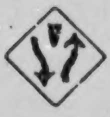

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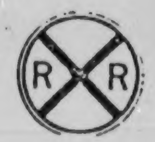

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Getting Around
Public Transportation
Traffic Symbols

MATCHING TEST (Page Two)

Match the meanings in the column to the letter of the sign that best describes it.

1. Clearance 12′-6" ________
2. Crossroads ________
3. Divided Highway ________
4. Divided Highway Ends ________
5. Keep Right ________
6. Merge ________
7. Merge Left -- Right Lane Ends ________
8. No Left Turn ________
9. No Right Turn ________
10. No U Turn ________
11. Pedestrian Crossing ________
12. Railroad Crossing ________
13. Right Lane Must Turn Right and Left Lane May Turn Right ________
14. School Crossing ________
15. "S" Curve or Crooked Road ________
16. Side Road ________
17. Signal Ahead ________
18. Slippery When Wet ________
19. Turn Right ________
20. Two Way Traffic ________

Getting Around
Public Transportation
Traffic Symbols

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ANSWER KEY

1. J
2. C
3. P
4. Q
5. S
6. R
7. I
8. G
9. F
10. K
11. L
12. B
13. T
14. N
15. D
16. H
17. A
18. M
19. E
20. O

Getting Around
Public Transportation
Traffic Symbols

VOCABULARY

signal
railroad crossing
trains
"S" curve
steer
turn
left
traffic
street
lane
clearance
route
enable
pedestrian
crossing
rain
skid
cross
divided
highway
ends
disappear
corner

traffic light
approaching
crossroads
crooked road
carefully
right
side road
road
merge
safely
vehicle
U turn
direction
on foot
slippery
snow
school crossing
opposite
barrier
separate
middle
attempt

Getting Around
Public Transportation
Traffic Symbols

VOCABULARY

- signal
- railroad crossing
- trains
- "S" curve
- steer
- turn
- left
- traffic
- street
- lane
- clearance
- route
- enable
- pedestrian
- crossing
- rain
- skid
- cross
- divided
- highway
- ends
- disappear
- corner
- traffic light
- approaching
- crossroads
- crooked road
- carefully
- right
- side road
- road
- merge
- safely
- vehicle
- U turn
- direction
- on foot
- slippery
- snow
- school crossing
- opposite
- barrier
- separate
- middle
- attempt

Getting Around
Transportation
Math Exercise/Taxi Cab

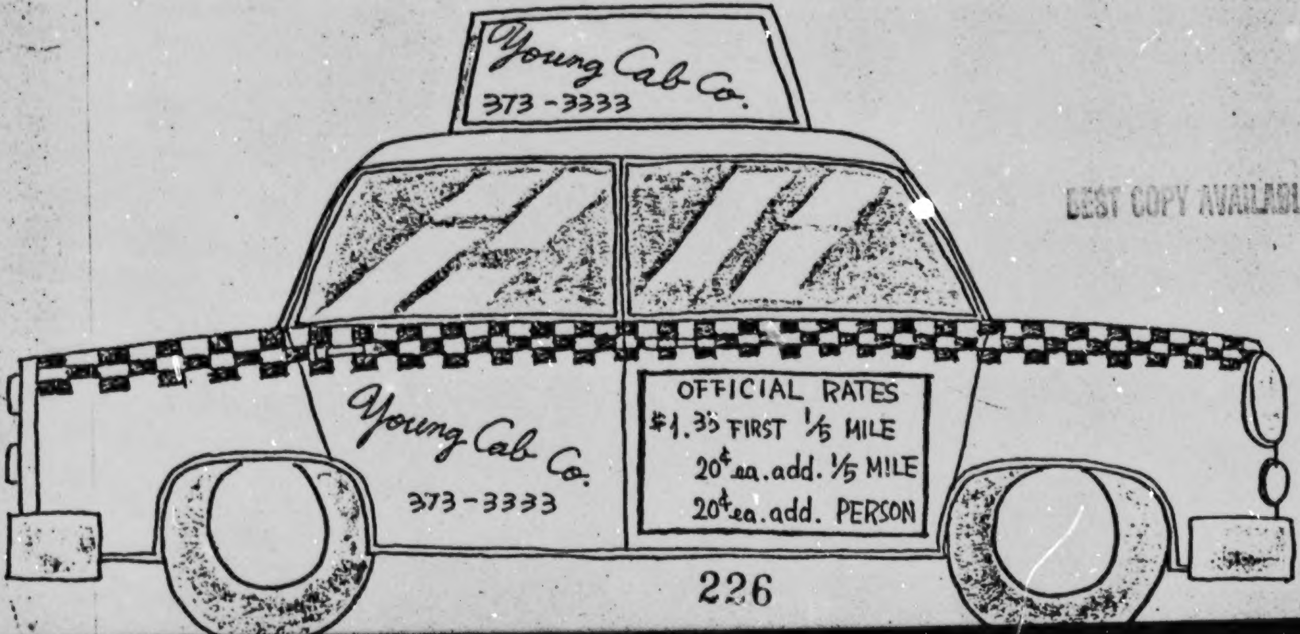
1. Juanita must take a cab to the doctor's office. She lives 3 miles from the office. How much does the trip cost her?

2. Josette goes by cab round trip to work and home. One way is 5 miles. How much does it cost her round trip?

3. Bob uses the cab to go to his mother's house. He takes his son with him. The distance is 1 2/5 miles. How much does it cost him?

4. Ramon needs a cab to get to the hotel. It is 10 miles one way. What does the ride cost him?

5. The cab ride is 4 miles round trip. What is the cost of the ride for 3 people in the cab?


Young Cab Co.
373-3333
Young Cab Co.
373-3333
OFFICIAL RATES
$1.35 FIRST 1/5 MILE
20¢ ea. add. 1/5 MILE
20¢ ea. add. PERSON

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Getting Around
Transportation
Math Exercise/Taxi Cab

ANSWER KEY

1. $4.15

$1.35 = 1st 1/5 mile
+0.80 = 4/5 mile
$2.15
+2.00 = 2nd + 3rd mile
$4.15

2. $12.30

$1.35
$0.80
+4.00
$6.15 one way

$6.15
x 2
$12.30 round trip

3. $2.75

$1.35 1st mile
$0.80
$0.40 2/5 mile
$0.20 additional person
$2.75

4. $11.15

$1.35
$0.80
+9.00
$11.15

5. $7.10

$1.35 1st mile
$0.80
$1.00 2nd mile
+0.40 2 additional people
$3.55 one way

$3.55
x 2
$7.10 round trip

Getting Around
Going To The Doctor
Dialogue: Receptionist and Maria
Subject: Emergency Call To The Doctor

DIALOGUE #1

Receptionist: Good morning, Dr. Wilson's office. May I help you?

Maria: This is an emergency. I cut my hand on a can. I can't stop the bleeding. What should I do?

Receptionist: Where do you live?

Maria: On Broad Street.

Receptionist: That is only two blocks from here. Wrap your hand in a towel and come right over, right away.

Maria: Thanks, I'm coming over right now.

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Getting Around
Going To The Doctor
Dialogue: Dr. Wilson and Maria
Subject: Emergency Visit To The Doctor

DIALOGUE #2

Dr. Wilson:	You must be Maria. Come right in.
Maria:	Thank you, Doctor.
Dr. Wilson:	Let me see your hand. That is quite bad. I can clean it and put in some stiches. It will heal better that way.
Maria:	Thank you, Dr. Wilson. I'm glad you took me right away.

Getting Around
Going To The Doctor
Dialogue: Receptionist and Chou Lin
Subject: Canceling An Appointment

DIALOGUE #3

Receptionist: Good morning, Dr. Johnson's office. May I help you?

Chou Lin: My name is Chou Lin. I have an appointment with Dr. Johnson on Thursday. I have to cancel my appointment because my hours at work are different this week.

Receptionist: Do you want to re-schedule?

Chou Lin: Yes, I am off next Tuesday. Can I see the doctor then?

Receptionist: That's fine. Can you come in at 11 A.M.?

Chou Lin: Yes.

Receptionist: What is your phone number?

Chou Lin: It's 457-4368.

Receptionist: O.K. See you next Tuesday at 11:00.

Chou Lin: Thank you, goodbye.

157/160

Getting Around
Going To The Doctor

VOCABULARY

- body
- headache
- sore throat
- mouth
- breathing
- fingers
- chew
- lips
- elbow
- stomach
- doctor
- fever
- emergency
- hurt
- insurance
- examine
- stethoscope
- chest
- tongue depressor
- throat culture
- infection
- prescription
- pediatrician
- medicine
- gynecologist

Functional Vocabulary

N = North
S = South
Av = Avenue
Rd = Road
AtlCty = Atlantic City
Brig = Brigantine
Pomma = Pomona
Nfld = Northfield
Pvil = Pleasantville
VentCy = Ventnor City
Brgntwn = Bargaintown
MD = Medical Doctor
P A = Professional Association
Cont'd = Continued

Pediatrics
obstetrics
gynecology
appointment
answer
group
suite
medical center

OBSTETRICS & GYNECOLOGY

ALVAREZ, LUIS MD
15 N Ohio Av AtlCty ---------345-1892

ATLANTIC COAST OB GYN GROUP P.A
J Goldbloom MD
T Davidson MD
23 N Park Av Pvil --------------641-4141

BAILEY, STEVEN MD
3200 Pacific Av AtlCty --------344-1704

CRISTINO, PAUL G. MD
700 Tilton Rd Nfld ------------646-1200

DELSONNO, JOSEPH MD
Stockton Medical Building
Suite 600
72 W Jim Leeds Rd Pomna ---------652-8787

EVANS, PETER MD
15 8th St Brig ----------------266-1066

FRANK, HOWARD MD
6315 Ventnor Av VentCy --------823-6864

GONZALEZ, JULIO MD
216 Brig Blvd AtlCty ----------344-1616

HARRIS, EUGENE MD
1818 Pacific Ave AtlCty --------344-6608
100 Main St Pvil ---------------641-1218

OBSTETRICS & GYNECOLOGY (Cont'd)

KAPLAN, ADAM MD
Harbor Medical Center
140 Ocean Heights Av Brgntwn ------927-0606

LEE, NANCY MD
18 S. Bellevue Av AtlCty -----345-6875

MORRIS, THOMAS. MD
1213 Elm Av Nfld -----------645-1515
If no ans call --------------927-1010

PARK, N.C. MD
1615 Shore Rd Nfld ---------645-1818

ROSEN, HARRY M. MD
12 Farragut Av VentCy -----823-1507

SILVER, NORMAN MD
18 Grant Av Brig ----------266-1229
1200 Atlantic Av AtlCty ----344-1737

STERNE, LAURENCE MD
66 Hobby Horse Rd. Nfld ----645-0666

THOMAS, ANNA P. MD
122 Buffalo Av VentCy ------823-9989

WONG, LINDA MD
6 S.Ohio Av AtlCty ---------345-4545

ATRICS

ER, HERBERT MD
400 Atlantic Ave AtlCty-----344-4444

GANTINE PEDIATRICS P A
ugh Craig MD
ario Cella MD
12 S 6th Brig ------------266-7848

NN, RONALD A. MD
25 Tilton Rd Nfld ---------645-3456

ARD, JANICE MD
41 S. Florida Av AtlCty ------345-3692

ES, BETTY MD
6 N. ConnAv AtlCty -----------344-1979
no ans call ----------------345-1621

IN, RICHARD MD
ours By Appointment
501 Ventnor Ave VentCy ------822-1754

, C.W. MD
tockton Medical Building
uite 2400
2 W Jim Leeds Rd Pomna ------652-5717
001 Atlantic Av AtlCty ------344-7571

NLAND PEDIATRICS P A
ileen Smith MD
annah Dexter MD
usan Walsh MD
Fire Rd Pvil --------------646-6687

PEDIATRICS
(Cont'd)

MC NALLY, JAMES MD
1607 Pacific Av AtlCty ----------345-7736

NUÑEZ, JAIME MD
12 S. Chelsea Av AtlCty --------344-4321
29 10th Brig -------------------266-1847

OSTRANDER, NORMAN MD
6300 Ventnor Av VentCy --------822-2288

PALERMO, ANTHONY MD
Harbor Medical Center
140 Ocean Heights Av Brgntwn ---927-5058

ROBERTSON, MARTIN MD
17 S Morris Av AtlCty ---------344-8765

SAWYER, BARRY L MD
1500 Shore Rd Nfld -----------645-3031

TUCKER, JOHN W. MD
750 Main St Pvil ------------641-1838

WILLIAMS, ALAN JR MD
17 N. Michigan Av AtlCty ----345-3200

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158/161

Getting Around
Going To The Doctor

Questions/Using The Yellow Pages

1. Which two doctors are in the Atlantic Coast OB, GYN group?

2. What is the telephone number of Dr. Linda Wong?

3. In which city is the office of Dr. Harry M. Rossen?

4. Which doctor of Obstetrics and Gynecology has an office in the Harbor Medical Center in Bargaintown?

5. Who shares an office with the pediatric doctor Hugh Craig in Brigantine?

6. When there is no answer at the office of Dr. Betty Jones, what telephone number should you call?

7. In which building is the Pomona office of D. C.W. Lin?

8. Which pediatric doctor has offices in Atlantic City and Brigantine?

9. What is the address of Mainland Pediatrics, P.A.?

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Getting Around
Going To The Doctor

Answer Key/Using The Yellow Pages

1. J. Goldbloom, M.D., and T. Davidson, M.D.
2. 345-4545
3. Ventnor City
4. Dr. Adam Kaplan
5. Dr. Mario Cella
6. 345-1621
7. Stockton Medical Building
8. Dr. Jaime Nuñez
9. 22 Fire Road, Pleasantville

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Getting Around
Going To The Doctor
Reading Medicine Labels

Vocabulary

- aspirin
- dosage
- tablets
- daily
- adult
- children
- pill
- poison
- iodine
- cuts
- scrapes
- external use
- contact
- physician
- immediately
- swallowed
- Poison Control Center
- drowsiness
- store at room temperature
- keep refrigerated
- internal use
- expiration date
- warning

Getting Around
Going To The Doctor
Reading Medicine Labels

Directions: Wite the labels under the correct headings.

Take 1 every 4 hours

For External Use Only

Adults: 2 to 3 tablets

Heals cuts and scratches

Store at room temperature

May cause drawsiness

Not For Internal Use

4/8/85

Quiets coughs due to colds

Keep refrigerated

Take 1 before each meal

1. WHAT IT DOES

____

____

2. EXPIRATION & CARE

____

____

____

3. DOSAGE

____

____

____

4. WARNING

____

____

____

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Getting Around
Going To The Doctor
Reading Medicine Labels

Answer Key

1. WHAT IT DOES

Heals cuts and scratches
Quiets coughs due to colds

2. EXPIRATION AND CARE

4/8/85
Keep refrigerated
Store at room temperature

3. DOSAGE

Adults 2 to 3 tablets
Take 1 every 4 hours
Take 1 before each meal

4. WARNING

May cause drowsiness
For External Use Only
Not For Internal Use

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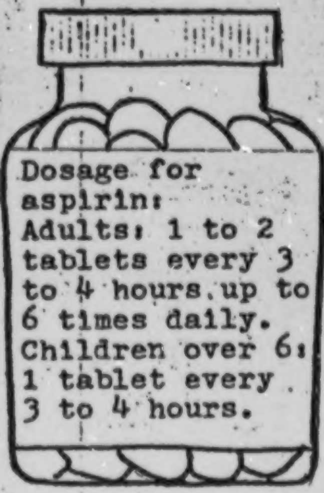
Getting Around
Going To The Doctor
Reading Medicine Labels

Questions



Dosage for aspirin:
Adults: 1 to 2 tablets every 3 to 4 hours up to 6 times daily.
Children over 6: 1 tablet every 3 to 4 hours.

Aspirin

Dosage

Adults:	1 or 2 tablets every 3 to 4 hours up to 6 times daily
Children over 6:	1 tablet every 3 to 4 hours
Children 3 to 6	1/2 tablet up to 3 times daily

1. How many tablets can an adult take?

2. How often can an adult take aspirin?

3. What does daily mean?

4. Martha is seven years old. How many aspirins can she take?

5. Margarita is three years old. How many aspirins can she take?

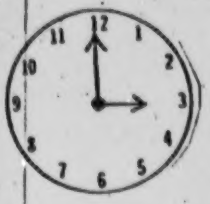
6. How often can Margarita take aspirin?

Getting Around
Going To The Doctor
Exercise/Reading Medicine Labels

Questions/Continued

Directions: Look at the pairs of clocks. One clock shows when Martha took an aspirin. Mark the other clock to show when she can take another aspirin. Then write in the time on the line.

7.


12
1
2
3
4
5
6
7
8
9
10
11

3:00

12
1
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4
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6
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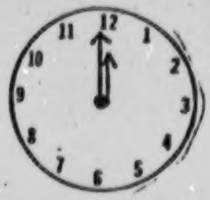
8
9
10
11

______

8.


12
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10
11

12:00

12
1
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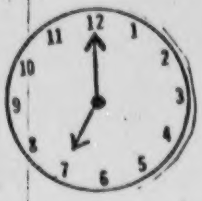
6
7
8
9
10
11

______

9.


12
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8
9
10
11

7:00

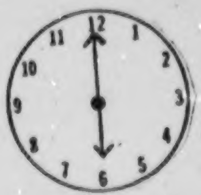
12
1
2
3
4
5
6
7
8
9
10
11

______

Getting Around
Going To The Doctor

Answer Key

1. 1 or 2 tablets
2. every 3 to 4 hours
3. every day
4. 1 tablet
5. 1/2 tablet
6. 3 times daily
7.


12
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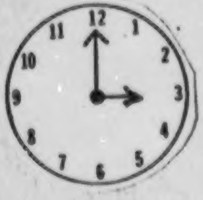
8
9
10
11

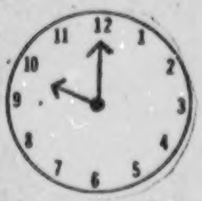
6:00

8.


12
1
2
3
4
5
6
7
8
9
10
11

3:00

9.

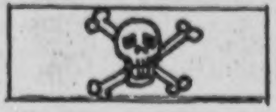

12
1
2
3
4
5
6
7
8
9
10
11

10:00

Getting Around
Going To The Doctor
Reading Medicine Labels

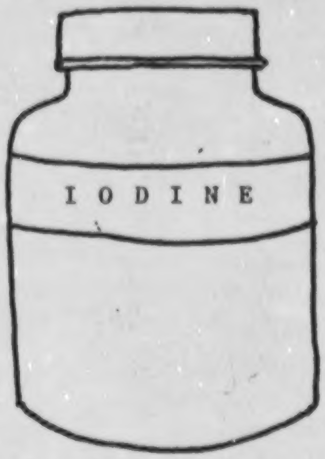
Questions

These two things mean the same thing.

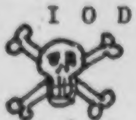


POISON

Poison can kill you if you drink it.



IODINE



Poison For External Use Only

For external cuts and scrapes. Apply directly to skin. Keep out of reach of children. In case of deep cuts, call physician. If swallowed, call doctor immediately or contact a Poison Control Center.

1. What does external mean?

2. Iodine is a medicine. Is iodine also a poison?

3. You put iodine on your __________________.

4. What should you do in case of deep cuts?

5. What should you do if someone swallows iodine?

Getting Around
Going To The Doctor
Reading Medicine Labels

Answer Key

1. outside
2. yes
3. skin, body
4. Call the doctor.
5. Call the physician immediately or contact a Poison Control Center.

Getting Around
Going To The Dentist
Dialogue: Pusan and Linda
Subject: Using The Phone Book To Find The Dentist Listings

DIALOGUE #1

Pusan: Linda, my tooth hurts. I probably have a cavity. Ooh!

Linda: Why don't you call your dentist and make an appointment?

Pusan: My dentist is not in town anymore so I don't have one.

Linda: No problem. Do you have a phone book?

Pusan: Yes.

Linda: Well, let's look in the yellow pages and find a dentist for you. (She looks through the phone book.)

Pusan: I can't find any dentists in here.

Linda: Where are you looking?

Pusan: Here---under PHYSICIANS.

Linda: No, you won't find any dentists there. Do you know that dentists are listed under DENTISTS in the phone book--not under PHYSICIANS.

Pusan: I didn't know that. No wonder I couldn't find the dentists listings. I was looking in the wrong place.

Getting Around
Going To The Dentist
Dialogue: Receptionist and Pusan
Subject: Making a Dental Appointment By Phone

DIALOGUE #2

Receptionist: Dr. Smith´s office.

Pusan: I want to make an appointment with Dr. Smith to get my teeth examined.

Receptionist: Can I have your name, please?

Pusan: My name is Pusan Lee.

Receptionist: Can you come in on Wednesday at 2 P.M.?

Pusan: I go to work at 1 P.M. Can I have an appointment in the morning?

Receptionist: You can see Dr. Smith on Thursday at 9:30 A.M.

Pusan: Thank you. That sounds fine.

Receptionist: What is your phone number?

Pusan: It´s 345-8931.

Receptionist: That´s fine. See you on Thursday, April 25, at 9:30 A.M.

Pusan: Thank you very much.

Getting Around
Going To The Dentist
Dialogue: Pusan and Linda
Receptionist and Dr. Smith
Subject: Visiting the Dentist

DIALOGUE #3

Pusan: Linda, I have a dentist appointment today and I don't want to go alone. Can you come with me?

Linda: Sure. I need to go to the dentist also. Maybe I can make an appointment when we are there.

(She speaks to the receptionist at the dentist's office.)

Pusan: I'm a little early. My name is Pusan Lee. My appointment is for 9:30 this morning.

Receptionist: Yes. Please have a seat in the waiting room. The dentist can see you in a minute.

(The dentist enters the room.)

Dr. Smith: Come in and have a seat in the chair.

(Pusan sits in the chair and looks at the dentist's instruments.)

Pusan: There is a lot of equipment here.

Dr. Smith: Yes. Don't let the equipment bother you. This is Miss Gomez, my dental assistant. She helps me with my patients when I work on their teeth.

Getting Around
Going To The Dentist
Dialogue: Pusan, patient
Dr. Smith, dentist
Subject: Getting examined by the dentist.

DIALOGUE #4

Dr. Smith: Is there a problem with your teeth?

Pusan: Yes. This tooth right here, hurts. (Pusan points to the tooth.)

(The doctor taps on the tooth with an instrument.)

Dr. Smith: Does this hurt?

Pusan: Yes.

Dr. Smith: We can take an X-ray right now to see what the trouble is. It looks like you have a cavity. (The doctor puts the X-ray piece in Pusan's mouth.) Now open. Good. Close. Stay still while I take an X-ray.(Pause) Good. Miss Gomez can develop the slides to see what your tooth problem is. (Miss Gomez takes the X-rays to be developed.) Your teeth are nice and straight. Did you ever wear braces?

Pusan: When I was young, I had braces to straighten my teeth.

(Miss Gomez brings in the X-rays.)

Dr. Smith: Yes. Here are the X-rays. You do have a nice size cavity in that tooth that hurts you. Stay still while I give you a needle with novocaine. It numbs your mouth where I have to drill the tooth. I can drill in a few minutes as soon as your mouth is numb. You won't feel a thing. I'll be back in a few minutes. You relax.

(The doctor returns and drills the bad tooth and fills the cavity.)

Pusan: Doctor Smith, can I get my teeth cleaned too?

Dr. Smith: Yes, Pusan. I can send in Miss Gomez, my assistant. She can clean your teeth in a minute.

Pusan: Thank you, doctor.

Getting Around
Going To The Dentist
Dialogue: Miss Gomez, Dental Assistant
Pusan, Patient
Subject: Having Teeth Cleaned

DIALOGUE #5

Miss Gomez: Pusan, I have to scrape betwen your teeth to clean them.

Pusan: What is that machine?

Miss Gomez: This is a drill machine. I put a brush on the end and use it to clean the patient's teeth.

Pusan: Does it hurt?

Miss Gomez: No, it doesn't hurt. You feel pressure on your teeth but no pain. The toothpaste I use at the end leaves a good taste in your mouth.

Pusan: The brush tickles. It feels very good.

Miss Gomez: well, you're all finished.

Pusan: Thank you.

Getting Around
Going To The Dentist
Dialogue: Miss Lee, Teacher
Sam, Student
Subject: Orthodontist

DIALOGUE #6

Sam: Miss Lee, I need your help.

Miss Lee: What can I do for you, Sam?

Sam: My son, Billy, has very crooked teeth. What can I do about it?

Miss Lee: Ask your dentist for the name of an orthodontist.

Sam: What is an orthodontist?

Miss Lee: An orthodontist is a special kind of dentist. He specializes in one thing. He takes care of straightening people's teeth.

Sam: How does he do that?

Miss Lee: For straight teeth, the orthodontist usually puts braces on the teeth. The braces are made of metal and they stay on from 1-3 years.

Sam: That sounds good. I will get the name of an orthodontist and take Billy to see him.

Getting Around
Going To The Doctor

FUNCTIONAL VOCABULARY/Using The Yellow Pages - Dentists

AtlCy = Atlantic City
VenCy = Ventnor City
Brig = Brigantine
Nrthfld = Northfield
Pvil = Pleasantville

drill
dental floss
cap
braces
"to pull" (teeth)
toothache

Dentist
dental
Oral Surgery
Orthodonics
appointment
cavity
brush
tooth
drill
filling
X-Rays

Getting Around
Going To The Dentist

VOCABULARY

- tooth
- teeth
- cleaned
- braces
- examine
- scrape
- machine
- drill
- brush
- pressure
- toothpaste
- pick
- cavity
- decay
- filling
- crooked
- orthodontist
- phone book
- yellow pages
- dentists
- physicians
- appointment
- waiting room
- equipment
- instruments
- doctor
- patient
- specialize
- novocaine
- numb
- tickle
- hurts
- metal

DENTISTS

ALVAREZ, CARLOS 13 Washington Av. W AtlCy	344-5678
BOOTH, JOHN W 28 Morris Av AtlCy	345-8797
CHELSEA DENTAL ASSOC Dr. P. Hernandez Dr. G. Rivera 65 Dover Av AtlCy	345-6892
DAVIDSON, ELLIOTT 5500 Ventnor Av VenCy	822-6986
FANELLI, SAMUEL A 28 Brigantine Blvd Brig	266-6622
GOLDSMITH, ALFRED Practice Limited to Oral Surgery 15 S Ohio Av AtlCy	344-3898
HOWARD, M., Jr. 1717 Zion Rd. Nrthfld	641-1146
KENNEDY, KAREN M. Practice Limited to Children 6800 Atlantic Av VenCy	823-3331

DENTISTS (cont'd)

LOPEZ, MARIA 18 S. Maine Av AtlCy	344-8976
MURRAY, JEFFREY 120 Main St Pvil	641-6011
NUÑEZ, JAIME Practice Limited to Orthodonics 185 New Rd. Nrthfld	641-1818
PROSPERO, FRANK J. 120 N. Florida Av AtlCy	345-2421
ROTH, BENJAMIN 5800 Ventnor Av VenCy	822-2122
SMITH, MARGARET 2600 Pacific Av AtlCy	345-5050
TESHMAN, SAUL 212 Delilah Rd Pvil	641-1903
WASHINGTON, WM Practice Limited to Oral Surgery 1221 Atlantic Av AtlCy	344-1618

Getting Around
Going To The Dentist

QUESTIONS/Using The Yellow Pages - Dentists

1. In what city is the office of Dr. Jeffrey Murrary?

2. What is the telephone number of Dr. John W. Booth?

3. Which two dentists are oral surgeons?

4. Dr. Karen Kennedy's patients are all ______________.
(Write the appropriate word)

5. What is Dr. Saul Tishman's address?

6. Which dentist is an orthodontist?

7. Which dentists has an office in Brigantine?

8. Which two dentists form the Chelsea Dental Association?

ANSWER KEY/Using The Yellow Pages - Dentists

1. Pleasantville
2. 345-8797
3. Dr. Alfred Goldsmith and Dr. William Washington
4. children
5. 212 Delilah Road, Pleasantville
6. Dr. Jaime Nunez
7. Dr. Samuel A. Fanelli
8. Dr. P. Hernandez and Dr. G. Rivera

Getting Around
Going To The Doctor
Math Exercise/Doctor's Office

1. Joan goes to the dentist to have her teeth checked. Afterward the receptionist gives her a bill. It reads exam - $10, teeth cleaning - $12, and X-ray - $15. What does she owe for the bill?

2. Marta takes her son to the doctor. The bill says: complete exam - $22, CBC - $10, TB test - $4. She gives the receptionist four $10 bills. How much change does she get?

3. It takes 25 minutes to get to the doctor's office. What time does Ruth have to leave home to be on time for her [illegible] appointment?

4. Denise cancells her 9:00 AM appointment with [illegible]. She reschedules her appointment for three hours and [illegible]-five minutes later. What time in the afternoon is her appointment?

5. Ann has a dental appointment on April 14th. After her visit to the dentist, the doctor tells her to come back in two weeks. What is the date of her new appointment?

Getting Around
Going To The Doctor
Math Exercise/Doctor's Office

ANSWER KEY

1. $27.00

$10.00
$12.00
+15.00
$37.00

2. $4.00

$22.00
$10.00
+ 4.00
$36.00

$40.00
-36.00
$4.00 change

3. 11:50 AM

12:15
- 25 minutes
11:50 AM

4. 12:45 PM

9:00 AM
+3:45 hrs.
12:45 PM

5. April 28th

1 week = 7 days
1 week = 7 days
14 days

April 14
+ 14
April 28

Getting Around
Functioning In A Restaurant
Dialogue: Juan and Maria
Hostess
Subject: Reading A Menu

DIALOGUE #1

Juan: I want to go out to dinner.

Maria: That sounds good to me. Do you want to go to an Italian restaurant?

Juan: Yes. Let's go to Mama Mia's.

(Juan and Maria walk into Mama Mia's restaurant.)

Hostess: Table for two? This way, please.

(They follow the hostess to their seats.)

Maria: This is a nice place. Their food is very good.

Juan: I hope we have that nice waitress over there. She waited on our table last time.

Maria: Everything on this menu looks so good. I can't decide what to have. What do you want Juan?

Juan: I think I want to have Chicken Parmesian.

Maria: That sounds like a good choice. I want to order their lasagna. It's delicious.

Dinner THE EATING PLACE

Getting Around
Functioning In A Restaurant
Dialogue: Juan and Maria
Waitress
Subject: Ordering From the Menu

DIALOGUE #2

Juan: Here comes the waitress. Now we can order.

Waitress: Good evening. My name is Jane. I am your waitress this evening. Tonight the chef's special is Veal Parmesian. Are you ready to order?

Maria: Yes. I want to order veal and peppers with spaghetti.

Waitress: What kind of dressing do you want on your salad?

Maria: I like French dressing.

Juan: I want the Chicken Parmesian--with spaghetti, please.

Waitress: What kind of dressing do you like?

Juan: I like creamy Italian.

Waitress: Do you want an appetizer?

Juan: We both want a bowl of minestrone soup.

Waitress: What would you like to drink?

Juan: We both want some red wine, please.

Waitress: Fine. Is there anything else?

Juan: No, that is all, thank you.

Getting Around
Functioning In A Restaurant
Dialogue: Jose, Pusan, and Teacher
Subject: Breakfast

DIALOGUE #3

Teacher:	Today we are going to talk about food.
Jose:	I like to eat.
Teacher:	What do you eat for breakfast?
Jose:	Sometimes I have bacon and eggs, toast and coffee. I like a big breakfast. Then, I can do a good job.
Teacher:	That's right. Breakfast is the most important meal of the day. It gives you the energy that you need to do your work. Do you eat breakfast every day, Pusan?
Pusan:	Yes. I like to have orange juice, cereal, and coffee.
Teacher:	I like to have fresh grapefruit in the morning. Today I had grapefruit, toast, and coffee.
Jose:	I like pancakes. They are very good.

Getting Around
Functioning In A Restaurant
Dialogue: Juanita and Linda
Subject: Lunch

DIALOGUE #4

Juanita:	I don't want to make lunch today. Do you want to go out for lunch?
Linda:	That sounds great. Where do you want to go for lunch?
Juanita:	I usually just have a sandwich for lunch, but today I want something different.
Linda:	I have to lose weight. I want a salad for lunch.
Juanita:	I know. Let's go to Larry's Place. They have good food and a big salad bar.
Linda:	That's good for both of us. It's not important where we go as long as it's a treat for us.

Getting Around
Functioning In A Restaurant
Dialogue: Teacher and Chou Lee, student
Subject: Reading A Menu

DIALOGUE #5

Teacher:	For dinner, my husband and I like to go to The China Palace.
Chou Lee:	I go there, too. I take my girlfriend there for dinner sometimes. I get confused with all the different sections of the menu.
Teacher:	I have a menu here with me today. We can examine it and practice ordering.
Chou Lee:	I don't understand these two columns "complete dinner" and "a la carte". Why are there two sets of prices?
Teacher:	Some people just want to eat the main entree and some people like to order other things with it.
Chou Lee:	What does "a la carte" mean?
Teacher:	"A la carte" means each item ordered is priced separately. "Complete dinner" is an entire dinner for one price.

Getting Around
Functioning In A Restaurant
Dialogue: Teacher and Chou Lee, student
Subject: Dinner/Reading A Menu

DIALOGUE #6

Chou Lee: I like to eat a full meal.

Teacher: Then you should order the "complete dinner". Do you know that it is less money than when you order each thing separately?

Chou Lee: That sounds reasonable. Why are there two prices for soup?

Teacher: Some people only want a small amount--they want a cup of soup. Others like a bowl of soup. The bowl holds more soup so it costs more money.

Chou Lee: Under the salad, it says "House dressing". What is that?

Teacher: "House dressing" is a special dressing made by the restaurant for salads.

Chou Lee: There are so many different things to look at on a menu.

Teacher: You´re right. Even I get confused at times.

Getting Around
Functioning In A Restaurant
Dialogue: Juan and Maria
Waitress
Subject: Figuring Tip on Bill

DIALOGUE #7

Juan: That was a delicious dinner. Do you want dessert?

Maria: Yes, I do.

(Later)
Waitress: I hope you enjoyed your dinner. Do you want dessert?

Juan: Yes. I want a dish of orange sherbert and some coffee, please.

Maria: I want a piece of cheesecake and a cup of coffee, please.

Waitress: Here is your check sir. You can pay your bill when you are ready to leave.

Juan: Maria, the bill comes to $26.92, including the tax. I must give her a 15% tip. She is a good waitress.

Maria: That´s another $4.00.

Juan: I can give her $31.00. That´s enough to cover the tip.

Getting Around
Functioning In A Restaurant

VOCABULARY

Italian
menu
waitress
veal
dressing
entree
breakfast
grapefruit
toast
lunch
salad
"a la carte"
bowl
dessert
including

restaurant
chicken parmesan
order
spaghetti
appetizer
minestrone soup
cereal
juice
pancakes
sandwich
weight
complete dinner
delicious
sherbert
tip

Lunch THE EATING PLACE Lunch

PIZZA

WORLD'S FINEST		MOST DELICIOUS
LARGE 16"	MEDIUM 14"	SMALL 12"
8 Slices	6 Slices	4 Slices
6.50	5.50	3.95

PIZZA BY THE SLICE .90

CALZONE Ricotta Mozzarela & Romano cheese; seasoned with parsley, salt & pepper. ONE SIZE 3.50

PIZZA TURNOVER (Half Moon) A delicious combination of tomato, cheese & seasoning ONE SIZE 2.95

WINNING TOPPING COMBINATIONS

Per Item	Whole	Half
LARGE	2.00	1.25
MEDIUM	1.75	1.00
SMALL	1.25	.75

Item per slice .50

CALZONE 1.00 • TURNOVER 1.00

T1. Extra Cheese
T2. Green Peppers
T3 Black Olives
T4. Genoa Salami
T5. Ham Cappacolla
T6. Pepperoni
T7. Mushrooms
T8. Anchovies
T9. Eggplant
T10. Meatball
T11. Sausage
T12. Bacon
T13. Broccoli
T14. Garlic
T15. Onions

Burger 'n Fries

Your choice of any Gourmet Burger plus a large order of Fries (not available 3:30-8:30)

LS2 Only 2.50

GOURMET BURGERS

Five ounces freshly ground beef with or without pickles, ketchup, lettuce, tomato & onions

B1. CHEESE BURGER on toasted bun	1.95
B2. PIZZA BURGER on toasted bun	1.95
B3. BEEF BURGER on toasted bun	1.75

STEAK SUBMARINES

6 ozs. FRESHLY SLICED U.S.D.A. CHOICE STEAK with or without Hot Peppers, Oil, Mayonnaise, Ketchup, Tomato, Lettuce, Raw or Fried Onions

	Whole	Half
1. CHEESE STEAK SUB	6.50	3.25
2. BACON, CHEESE STEAK	8.00	4.00
3. MUSHROOM, CHEESE STEAK	7.30	3.65
4. PEPPER, CHEESE STEAK	7.00	3.50
5. PIZZA, STEAK SUB	6.70	3.35
6. BACON, PIZZA STEAK	8.20	4.10
7. MUSHROOM, PIZZA STEAK	7.50	3.75
8. PEPPER, PIZZA STEAK	7.20	3.60
9. STEAK SUB	6.10	3.05
10. BACON STEAK	7.60	3.80
11. MUSHROOM STEAK	6.90	3.45
12. PEPPER STEAK	6.60	3.30

CLUB SUBMARINES

With or without Hot Peppers, Oil, Mayonnaise, Lettuce, Tomato or Onions

	Whole	Half
TURKEY and BACON	6.50	3.25
ROAST BEEF, BACON & CHEESE	7.00	3.50
HAM, CHEESE and BACON	6.50	3.25
TUNA FISH, BACON & SLICED EGG	7.00	3.50
CHICKEN SALAD and BACON	6.50	3.25

DESSERTS

Mother's Cheese Cake	1.25
with Fruit Topping add	.25
Italian Rum Cake	1.50
Cannoli	1.25
Tortoni	1.25
Spumoni	1.25

BEVERAGES

• Coke • Sprite •
Birch Beer • Iced Tea
16 oz. .65
12 oz. .55

• Coffee • Tea • Sanka •
Hot Chocolate • Milk
one size
.45

FROM OUR DELI

SUBMARINES with or without Hot Peppers, Pickles, Ketchup, Oil, Mayonnaise, Russian Dressing, Lettuce, Tomato or Onions

	Whole	Half
17. ROAST BEEF	5.50	2.75
18. TURKEY	5.00	2.50
19. HAM	4.50	2.25
20. TUNA FISH	5.50	2.75
21. BACON, LETTUCE and TOMATO	5.00	2.50
22. AMERICAN CHEESE	3.50	1.75
(American Cheese add)	.60	.30

SANDWICHES Including your choice of: French Fries or Cole Slaw (All served on White, Rye, Plain, Toasted)

S 6. ROAST BEEF	2.75
S 7. TURKEY	2.50
S 8. HAM	2.25
S 9. TUNA FISH	2.75
S10. BACON, LETTUCE & TOMATO	2.50
S11. AMERICAN CHEESE	1.75
(American Cheese add)	.30

FROM OUR GRILL

SUBMARINES with or without Hot Peppers, Pickles, Ketchup, Oil, Mayonnaise, Lettuce, Tomato or Onions

	Whole	Half
13. GRILLED HAM and CHEESE	5.00	2.50
14. GRILLED BACON and CHEESE	5.00	2.50
15. TUNA MELT grilled cheese, tuna fish and tomato	6.00	3.00
16. HOT HAM and CHEESE with pepperoni	6.50	3.25

SANDWICHES Including your choice of: French Fries or Cole Slaw

S1. GRILLED AMERICAN CHEESE	1.95
S2. GRILLED TOMATO and CHEESE	2.15
S3. GRILLED HAM and CHEESE	2.50
S4. GRILLED BACON and CHEESE	2.50
S5. TUNA MELT grilled cheese, tuna fish and tomato	3.00

(All served on White Toast or Toasted Bun)

CLUB SANDWICHES

Including Cole Slaw, Pickles, Onion Rings & French Fries

TURKEY and BACON	3.95
ROAST BEEF, BACON & CHEESE	3.95
HAM, CHEESE and BACON	3.95
TUNA FISH, BACON & SLICED EGG	3.95
CHICKEN SALAD and BACON	3.95

(Specify on White, Rye; Plain, Toasted)

SUBMARINES FROM OUR REAL ITALIAN DELI

With or without Hot Peppers, Oil, Mayonnaise, Lettuce, Tomato or Onions

	Whole	Half
SUPER REGULAR ITALIAN	5.50	2.75
PROCUITTO & PROVOLONE	7.90	3.95
GENOA, SALAMI, PROVOLONE	4.50	2.50
HAM CAPPACOLLA, PROVOLONE	4.50	2.25
PROVOLONE CHEESE SUB	3.95	1.95

TUNA SALAD PLATTER

Tuna Fish, Potato Salad and Cole Slaw on a bed of lettuce; garnished with hard boiled egg, tomato wedges, onion, cucumber, celery and olives.

one size 3.95

HOT ITALIAN SUBMARINES

	Whole	Half
SHRIMP PARMIGIANA	9.00	4.50
VEAL PARMIGIANA	7.90	3.95
CHICKEN PARMIGIANA	5.90	2.95
EGGPLANT PARMIGIANA	5.00	2.50
SAUSAGE PARMIGIANA	5.00	2.50
SAUSAGE	4.50	2.25
MEATBALL PARMIGIANA	4.50	2.25
MEATBALL	4.00	2.00

CHILDREN'S MENU

under 12 years

Ravioli	2.95
Ziti w/Meatball	2.95
Spag. w/Meatball	2.95

BEST COPY AVAILABLE

Getting Around
Functioning In A Restaurant
Math Exercise/Lunch Menu

Sample Exercise

1. Add all items together:

1/2 Roast beef sub	$ 2.75
Grilled ham + cheese	$ 2.50
2 large Iced Tea	+ 1.30
	$ 6.55

2. 6% tax is figured on total:

$6.55
x .06
.3930 = $0.39 tax

3. Add total and tax:

$6.55
+ .39
$6.94

4. 15% tip:

$6.94
x .15
3470
694
1.04 = $1.04

Most people would leave $1.00 tip in this situation.

BEST COPY AVAILABLE

Getting Around
Functioning In A Restaurant
Math Problems/ Lunch Menu

Directions: In each problem, figure the total cost including 6% tax and 15% gratuity.

1. Ethel and Susan order the following: large pizza, one whole pepper steak, a half of a provolone sub, and four small sodas.

2. The class plan a party and order: five tuna clubs, three large pizzas with mushrooms, and five whole super regular Italian subs. They also need fourteen large sodas.

3. Denise took her children for lunch. She ordered a tuna salad platter and coffee. Her son wanted ravioli and a small cake. Her daughter ordered a half of a meatball sub and a coke.

4. George took his nephews to lunch. He had a gourmet cheeseburger and coffee. The boys each had a half of a tuna melt and large iced tea.

5. Adam take a couple friends for lunch. They ordered the following: one Burger' n Fries, a pizza burger, a tuna fish sandwich, and a small pizza. They all have small cokes. What is the total bill? How much tax do they pay?

6. Sara, Josette, and Juanita go to lunch. They order a chicken salad and bacon club sandwich, a half mushroom steak sub, and a bacon, lettuce and tomato sandwich. Each woman has Sanka. They split a piece of Italian Rum Cake. How much did each pay if they split the bill?

7. Don orders a medium pizza with pepperoni and a large Brich Beer. How much is his total bill? What tip does he leave?

BEST COPY AVAILABLE

Getting Around
Functioning In A Restaurant
Math Exercise/Lunch Menu

BEST COPY AVAILABLE

ANSWER KEY

1.

Large pizza	$ 6.50
Pepper steak	$ 6.60
1/2 Provolone sub	$ 2.50
4 sm. sodas	$ 2.20
	$17.80
6% tax	+ 1.07
	$18.87
15% tip	+ 2.83
Total	$21.70

2.

5 tuna clubs	$19.75
3 lg pizza/mush (3(6.50) + 6.00)	$25.50
5 wh. super subs	$27.50
14 lg sodas	$ 9.10
	$81.85
6% tax	+ 4.91
	$86.76
15% tip	+13.01
Total	$99.77

3.

tuna platter	$ 3.95
Ravioli(child)	$ 2.95
1/2 meatball sub	$ 2.00
coffee	$ .45
2 coke	$ 1.10
	$10.45
6% tax	+ .63
	$11.08
15% tip	+ 1.66
Total	$12.74

4.

cheeseburger	$ 1.95
Tuna melt	$ 6.00
coffee	$ .45
2 Iced Tea	$ 1.30
	$ 9.70
6% tax	+ .58
	$10.28
15% tip	+ 1.54
Total	$11.82

5.

burger n' fries	$ 2.50
pizza burger	$ 1.95
tuna fish	$ 2.75
sm. pizza	$ 3.95
4 cokes sm.	$ 2.20
	$13.35
6% tax	+ .80
	$14.15

6.

chick. salad/bacon	$ 3.95
1/2 mush. steak	$ 3.45
B. L. T.	$ 2.50
3 Sanka	$ 1.35
Rum cake	$ 1.50
	$12.75
6% tax	+ .76
	$13.51

```
    4.50
3 13.51
  12
   15
   15
     1
     0
     1
```

2 would pay $4.50 each; the third pays $4.51

7.

med. pizza/pepp	$ 5.50
	$ 1.75
lg Birch beer	$ 0.65
	$ 7.90
6% tax	+ .47
	$ 8.37
15% tip	+ 1.25
Total	$ 9.62

Dinner

THE EATING PLACE

Dinner

Cold & Hot CUISINE APPETIZERS

Shrimp Cocktail	3.50
Crab Claw Cocktail	3.50
Clams Casino	4.50
Crab Stuffed Mushrooms	4.50
A12. Baked Stuffed Mushrooms Stuffed with proscuitto, parsley, bread crumbs and Romano cheese baked in a marinara sauce & 100% real mozzarella cheese	3.95

Soups de Jour

Chicken Escarole • Cream of Veg
Minestrone • New England Clam C
Cup .75 • Pint 1.25

CAESAR or SPINACH SALAD 2.95 per person
(minimum two person order)

DESSERTS

J1. Homemade Italian Rum Cake	1.50
J2. Mother's Cheese Cake	1.25
with Fruit Topping add	.25
J3. Cannoli	1.25
J4. Tortoni	1.25
J5. Spumoni	1.25

BEVERAGES

Coke • Tab • Sprite
Birch Beer • Iced Tea
16 oz. .65   12 oz. .55

Coffee • Tea • Sanka
Hot Chocolate • [illegible] One Size .45
Cappucino 1.5 Expresso 1.00

274 1.50

SCALLOPS

	A la Carte	Complete Dinner
Sauteed Scallops Prepared in your choice of our chefs 6 Sicilian styles	8.45	9.95
Scallops Cacciatore Sauteed with fresh plum tomatoes, green peppers, mushrooms and onions	8.45	9.95
Scallops Franchaise Dipped in an egg batter, lightly sauteed in a delicate white wine, butter and lemon sauce	8.45	9.95

SHRIMP

Shrimp Cacciatore Sauteed with fresh plum tomatoes, green peppers, mushrooms and onions	8.45	9.95
Shrimp Franchaise Dipped in an egg batter, lightly sauteed in a delicate white wine, butter and lemon sauce	8.45	9.95
Shrimp Parmigiana Baked with rich Marinara sauce and 100% real Mozzarella cheese	6.45	7.95
Fried Jumbo Shrimp Egg battered, lightly breaded and served on a garnished plate	6.45	7.95

FLOUNDER

Flounder Florentine Broiled in fresh garlic, spinach, mushrooms and chopped egg in a rich Hollandaise sauce	6.00	7.50
Broiled Flounder Filet Broiled and seasoned in butter and lemon	5.45	6.95
Flounder Parmigiana Baked with rich Marinara sauce and 100% real Mozzarella cheese	5.25	6.50
Fried Flounder Egg battered, lightly breaded and served on a garnished plate	4.50	5.95

Dinner Entrees Include: Hot Garlic or Dinner Bread, Soup & Salad and Choice of Spaghetti, Vegetable or Potato

BEST COPY AVAILABLE

VEAL

	a la Carte	Complete Dinner
Veal Alfredo Sauteed with proscuitto and fresh mushrooms in a rich, creamy cheese sauce	8.45	9.95
Veal Franchaise Dipped in an egg batter, lightly sauteed in a delicate white wine, butter & lemon sauce	8.00	9.50
Veal Picante Sauteed with BUTTER in a white wine and lemon sauce	7.00	8.50
Veal Piccata Sauteed with GARLIC BUTTER in a white wine and lemon sauce	7.00	8.50
Veal Marsala Sauteed with fresh mushrooms in a rich, Marsala wine sauce	7.00	8.50
Veal Parmigiana Sauteed with rich tomato sauce and 100% real Mozzarella cheese	6.45	7.95
Veal Milanese Egg battered, lightly breaded and served on a garnished plate	6.45	7.95

POULTRY

Chicken Florentine Sauteed with fresh garlic, spinach, mushrooms and chopped egg in a rich Hollandaise sauce	6.45	7.95
Chicken Alfredo Sauteed with proscuitto and fresh mushrooms in a rich, creamy cheese sauce	6.00	7.50
Chicken Piccata Sauteed with GARLIC BUTTER in a white wine and lemon sauce	5.00	6.50
Chicken Marsala Sauteed with fresh mushrooms in a rich, Marsala wine sauce	5.00	6.50
Chicken Parmigiana Sauteed with rich tomato sauce and 100% real Mozzarella cheese	4.25	5.95
Chicken Milanese Egg battered, lightly breaded and served on a garnished plate	[illegible]	5.95

27

Getting Around
Functioning In A Restaurant
Math Exercise/Dinner Menu

SAMPLE PROBLEM

Mary orders the following:

1. Add all items together.

Shrimp Franchaise	$ 9.95
Cannoli	1.25
Coffee	.45
	$11.65

2. 6% tax is figured on total:

$11.65
x .06
.6990 = $.70 tax rounded off

3. Add total + tax $11.65
+ .70
$12.35

4. 15% tip = $12.35
x .15
6175
1235
$ 1.85 = $1.85

Most people leave a $2.00 tip in this situation.

Getting Around
Functioning In A Restaurant
Math Exercises/Dinner Menu

Directions: For each problem figure total cost of meal including 6% tax. Don't forget to include the gratuity.

1. Juan and Maria order the following for dinner:

   Juan has complete dinner of Fried Shrimp; Maria orders a la carte, Chicken Florentine. She starts with Baked Stuffed Mushrooms. After dinner, they each have cannoli and coffee.

2. Josette orders a Shrimp cocktail and Veal Alfredo "a la carte". She asks for Expresso after dinner.

3. Mark and Joe order Caesar Salad for two, Chicken Marsala "a la carte"; and end with Tortoni, Rum Cake and Cappucino.

4. Mr. & Mrs. Lee go to dinner. They both order complete dinners. She orders Veal Marsala and he gets Sauteed Scallops. Mr. Lee gets cheesecake for dessert and they both have coffee.

5. Damian's check comes to $15.45 plus 6% tax. He hands the cashier a $20.00 bill. How much change does she give him?

6. Dot and Mary go for a quick dinner. They order Spinach Salad for two, baked stuffed mushrooms and coffee. How much is their total bill? How much tip do they leave for the waitress?

7. Greg wants some veal for dinner. He orders a complete dinner of Veal Piccata. He is very hungry so he begins with Clams Casino. For dessert he orders tortoni and Expresso. How much is his bill including tax? How much change does he get from $17.00?

Getting Around
Functioning In A Restaurant
Math Exercises/Dinner Menu

Answer Key

1.

Fried Shrimp	$ 7.95
Chicken Florentine	$ 6.45
Stuffed Mushrooms	$ 3.95
2 Cannoli	$ 2.50
2 Coffee	$ .90
	$21.75
6% tax	+ 1.30
	$23.05
15% tip	+ 3.45
Total	$26.50

2.

Shrimp Cocktail	$ 3.50
Veal Alfredo	$ 8.45
Expresso	$ 1.00
	$12.95
6% tax	+ .78
	$13.73
15% tip	+ 2.05
Total	$15.78

3.

Caesar Salad	$ 5.90
2 Chicken Marsala	$10.00
Tortoni	$ 1.25
Rum Cake	$ 1.50
2 Cappucino	$ 3.00
	$21.65
6% tax	+ 1.30
	$22.95
15% tip	+ 3.44
Total	$26.39

4.

Veal Marsala	$ 8.50
Sauteed Scallops	$ 9.95
Cheesecake	$ 1.25
2 Coffee	$ .90
	$20.60
6% tax	+ 1.30
	$22.95
15% tip	+ 3.28
Total	$25.12

5.

	$15.45	$20.00
6% tax	+ .93	-$16.38
Total	$16.38	$ 3.62
		change

6.

2 Spinach Salad	$ 5.90
Stuffed Mushrooms	$ 3.95
2 Coffee	$ .90
	$10.75
6% tax	+ .65
	$11.40

11.40
x .15 (15% tip)
5700
1140
1.71

They would leave $1.75 tip.

7.

Veal Piccata	$ 8.50
Clams Casino	$ 4.50
Tortoni	$ 1.25
Expresso	$ 1.00
	$15.25
6% tax	+ .92
Total	$16.17

$17.00
-$16.17
$ .83 change

All About Jobs
Occupations
Dialogue: Mark, student
Miss Lee, teacher
Subject: Professions

DIALOGUE #1

Miss Lee: Once you learn and understand English better, you can get a job.

Mark: What kind of job can I get?

Miss Lee: There are many occupations available. Some jobs do not require a person to speak much English.

Mark: I take courses in accounting, but I want to be a Blackjack dealer.

Miss Lee: Your experience with numbers can help you learn easily.

Mark: What else can I do after I have a Blackjack dealer license?

Miss Lee: After your English is better and you have some experience as a Blackjack dealer, you can move up to the position of Pit Boss or Floorperson.

Mark: What kind of jobs are they?

Miss Lee: Those jobs are supervisory jobs---the kind of jobs that put you in charge of watching the Blackjack dealer and the patrons. They have to make sure everything runs smoothly during the Blackjack game.

All About Jobs
Occupations
Dialogue: Adam, student
Miss Lee, teacher
Subject: Professions

DIALOGUE #2

Adam: Miss Lee, I want to be a hotel manager.

Miss Lee: That's an interesting job. It has a lot of responsibility. A hotel manager has to make sure all the employees are doing their jobs. He or she also has to make sure that all patrons are having an enjoyable stay.

Adam: How can I be a hotel manager?

Miss Lee: You can take a hotel management course in college, but you also need experience.

Adam: You mean experience in a hotel?

Miss Lee: Yes. There is no better teacher than experience. The best way to get good experience is to start at the bottom and work your way up.

Adam: Oh. Do you mean that I can try to get a job as a bellhop?

Miss Lee: Yes. You can learn a lot about the way the hotel runs as you take care of the patron's luggage. You can even consider the job of front desk clerk. You can learn all about booking rooms and customer service.

Adam: That's right. As a front desk clerk, I can even learn about the rules and regulations of the hotel.

All About Jobs
Occupations
Dialogue: Hyong and Adam, students.
Miss Lee, teacher
Subject: Professions

DIALOGUE #3

Hyong: I want to work with computers.

Miss Lee: There are many jobs open for persons who can operate computers.

Hyong: My wife goes to a word processing course at night.

Adam: What is a word processor?

Miss Lee: That is a special kind of computer that operates like a typewriter.

Hyong: The school helps to place the students in a job after they finish their training. She wants to work as a secretary.

Miss Lee: There are many jobs a person can get when he or she can work a computer. Big restaurants, hotels, and many other businesses need trained personel to run computers.

Hyong: I want to be a computer programmer. I am very good at working machines and understanding how they work. After my English gets better, I want to enroll in computer programming classes.

All About Jobs
Occupations
Dialogue: Pedro and Teacher
Subject: Professions/Cashier-Clerk

DIALOGUE #4

Pedro: What kind of job can you get in a drugstore?

Teacher: Well, you can be a clerk.

Pedro: What do clerks do?

Teacher: They stock shelves. That means they put merchandise out when the shelves are empty. Sometimes the clerk is also the cashier too.

Pedro: What is a cashier?

Teacher: The person who works the cash register. The cashier rings up the bill of the customers and tells them how much their merchandise is.

Pedro: What do you call the person who fills prescriptions?

Teacher: That's a pharmacist. You need to go to school to study to be a pharmacist. You have to know about drugs and the human body.

All About Jobs
Occupations
Dialogue: Susan and Julie
(Two women sit in the cafeteria)
Subject: Professions/Food Server

DIALOGUE #5

Susan: What kind of job do you want to get, Julie?

Julie: I'm not sure. I don't have much training. I have no experience working in this country.

Susan: Well, the restaurant around the corner is hiring now. Maybe you can get a job there.

Julie: What can I do?

Susan: You can be a food server.

Julie: What does a food server do?

Susan: Well, a food server waits on tables and serves customers.

Julie: Do you think I can do the work?

Susan: Sure. Why don't you try it! You have more experience than you think.

Julie: What do you mean?

Susan: You wait on your family all the time when you are home. Don't you?

Julie: You're right. I guess I do have some experience.

All About Jobs
Occupations
Dialogue: Hilda and Helen
(A conversation at a restaurant.)
Subject: Professions/Manager - Proprietor

DIALOGUE #6

Hilda: Helen, I´m glad you wanted to stop to eat. I´m hungry.

Helen: So am I. Oh, look there´s the new student. Let´s invite him over.

Hilda: O.K. Hi, George, why don´t you sit down with us ?

George: Hi, girls. I want to stay, but I can´t. I´m on my way to work.

Helen: Where do you work?

George: I manage the travel agency next door. I´m the proprietor too.

Hilda: What does a manager do?

George: Mostly a manager supervises everything and makes sure the business is run right.

Hilda: What is a proprietor?

George: That means I am the owner.

All About Jobs
Occupations
Dialogue: George and Henry
Subject: Professions/Bus Person

DIALOGUE #7

George: Henry, I know you work in a restaurant; but what's your job?

Henry: I'm a bus person.

George: What are your duties in the restaurant?

Henry: I set tables and clear away dirty dishes. I refill the salt and pepper shakers, catsup, mustard, and sugar containers.

George: Do you take any of the food to the customers?

Henry: No, but I refill their water glasses and coffee.

George: Do you have to know much English to get a job as a bus person?

Henry: Not too much English. Other people in the kitchen are helpful when I don't understand something.

All About Jobs
Occupations
Dialogue: Jose and Alice
Subject: Professions/Photography

DIALOGUE #8

Alice:	Hi, Jose. I know you have your casino license. Are you working as a Blackjack dealer yet?
Jose:	Next week I start work. I need to have a picture of myself for my I.D. card.
Alice:	Well, you have to find a photographer.
Jose:	Do you know a good photographer?
Alice:	No, I don't. Let's look in the yellow pages of the telephone book.
Jose:	Here's one on page 363, Mike Blizzard , casino I.D. I can call him and make an appointment. Thanks for your help Alice.
Alice:	You're welcome. Good luck with your new job.

All About Jobs
Occupations
Dialogue: Tom and Frank
Subject: Professions/Security Person

DIALOGUE #9

Tom: Hi, Frank.

Frank: Hi. How are you?

Tom: Fine thanks. I hear from your wife that you have a different job.

Frank: Well, I still work at Sears; but I am in a different department now.

Tom: What type of work are you doing?

Frank: I am a security person. I have to make sure that no one steals from the store or damages anything in the store.

Tom: Do you have to wear a uniform?

Frank: I can´t wear a uniform because I work undercover.

Tom: What do you mean?

Frank: An undercover security person doesn´t want the customer to know what he is. That´s how he catches people who steal.

Tom: What do you wear?

Frank: I dress like a customer and just walk through the store.

Tom: Is it dangerous?

Frank: Sometimes, but I went to classes that train people who work in security.

All About Jobs
Occupations
Dialogue: Marie and Gloria
Subject: Professions/Automobile Mechanic

DIALOGUE #10

Marie: Gloria, where's your car? Why aren't you driving today?

Gloria: My car isn't working properly. I need a good mechanic.

Marie: What's a mechanic?

Gloria: A mechanic is like a car doctor. He or she finds out what is wrong with the car and then fixes it.

Marie: Do you know where to find one?

Gloria: There's a good mechanic at Buddy's Garage on Fourth Street. I'm going to call him now.

Marie: Good Luck. I hope things work out.

All About Jobs
Occupations
Dialogue: Martha and Edward
(At a party.)
Subject: Professions/Gynecologist

DIALOGUE #11

Martha: Hello, my name is Martha.

Edward: Hello, Martha. I´m Edward.

Martha: Are you enjoying the party, Edward?

Edward: Yes, it´s good to relax. My work keeps me very busy.

Martha: What kind of work do you do?

Edward: I´m a gynecologist.

Martha: What´s that?

Edward: A gynecologist is a doctor who specializes in the treatment of the woman´s body.

Martha: Do you perform operations too?

Edward: Yes. I work in Atlantic City Medical Center and I have my office there.

All About Jobs
Answering A Want Ad
Dialogue: Miss Lee, teacher
Linda and Margarita, students
Subject: 1) Using the Classified Section of the paper
2) Reading A Want Ad/Abbreviations

DIALOGUE #1

Miss Lee: I have the newspaper here so we can see what kinds of jobs are available.

Linda: In which section of the paper do I look for jobs?

Miss Lee: First, we look at the Index on page 1. It lists what is in the paper and what page it´s on.

Margarita: I don´t see anything about a job here.

Miss Lee: That´s right. Jobs are listed in the Classified Section of the paper. Look for that.

Margarita: Here it is, Classified, page 31. (She turns to page 31.) I don´t see any jobs listed here. This says "legals" and "automobiles for sale."

Miss Lee: Many different things are listed in the Classified Section.

Linda: Is this it? "Help Wanted."

Miss Lee: "Help Wanted" is another way to advertise jobs. This is what you are looking for; people who want help.

Linda: My English gets better every day, but I don´t understand these strange words!

Miss Lee: They are abbreviations. Let me write some on the board and we can study what these abbreviations mean.

All About Jobs
Answering A Want Ad
Dialogue: Miss Lee, teacher
Maria and Bill, students
Subject: Answering A Want Ad/In Person

DIALOGUE #2

Maria: I want to get a job in one of the casino hotels.

Miss Lee: What kind of work can you do?

Maria: My English is not very good, but I am a good worker, and I like to clean. Maybe I can work in hotel rooms.

Miss Lee: Let's look in the newspaper. Maybe there is a job advertised at the casino hotels.

Maria: Here's one for a room attendant at the Happiness Hotel and Casino.

> Room Attendant - Full time,
> $4.50 per hr. st; 90 day rev;
> excel ben.; apply in person
> Mon-Fri 9-5.132 S. Main St.
> Atlantic City.

There is no phone number.

Miss Lee: They don't want applicants to call. They want to see their appearance. It is important that you look nice when you go.

Maria: I don't have any transportation.

Bill: I can take you after class, Maria.

Maria: Good, I can be ready in fifteen minutes after I get home.

Bill: No problem. I can wait. I hope you get the job.

Maria: Thanks. Me too.

All About Jobs
Answering A Want Ad
Dialogue: Miss Lee, teacher
Sam, student
Subject: Reading A Want Ad

DIALOGUE #3

Sam:	I want to work in a restaurant, Miss Lee. I have the paper with me. Can you help me look for a job.
Miss Lee:	Of course, Sam. What kind of job in a restaurant do you want?
Sam:	I can set tables and clear away dirty dishes very quickly. I have three years of experience. How do I find this job in the paper?
Miss Lee:	That is a bus person's job.
Sam:	Bus person, I do not see that listed in the ads.
Miss Lee:	Look under "R" for Restaurant. Is there a position advertised for bus person?

(He looks in the paper.)

Sam:	Here is one. It says:

> Restaurant help-- exp.waiters,
> waitresses, bus persons, avail.
> imm. year round pos., day/night
> shift avail. Benefits. Call
> 927-5616 after 2 pm. Ask for Jim.
> Eating Place, 24 Broad Street,
> Somers Point.

Miss Lee:	This is just what you want, Sam! We can make a list of questions to ask when you call.

All About Jobs
Answering A Want Ad
Dialogue: Miss Lee, teacher
Sam, student
Subject: Answering A Want Ad By Phone

DIALOGUE #4

Miss Lee: Tell me some things you want to know about the job.

Sam: I would like to know:

How many days a week is the job?
What is the salary?
Can I make extra money when I work overtime?
I prefer to work during the day, is that possible?

Miss Lee: Wait a minute Sam. They may not answer all those questions on the telephone. You may have to go for an interview.

Sam: Can I use the phone? I want to call.

Miss Lee: Come with me, Sam. There is one in the office. We can use it.

Sam: Thank you, Miss Lee. What do I say first?

Miss Lee: Now, don´t be nervous. Just tell the manager why you are calling. He knows what to ask you. Just answer his questions.

Sam: I guess I´m ready.

All About Jobs
Answering A Want Ad
Dialogue: Restaurant Owner and Sam.
Subject: Answering A Want Ad By Phone

DIALOGUE #5

Owner: Hello, The Eating Place. Jim speaking. May I help you?

Sam: My name is Sam Wilson. I want to apply for a job as a bus person.

Owner: Have you ever done this kind of work before?

Sam: Yes, sir. I have three years of experience doing many jobs in a restaurant.

Owner: What is your name again?

Sam: My name is Sam Wilson.

Owner: Sam, come in and fill out an application. At the same time, I can speak with you. Can you be here at 11 AM tomorrow morning?

Sam: That's fine.

Owner: Good. Please bring a resume with you.

Sam: Yes, sir. See you at 11:00. Goodbye.

All About Jobs
Answering A Want Ad

VOCABULARY

- occupation
- supervisor
- manager
- computer
- word processor
- typewriter
- classified
- column
- abbreviation
- position
- apply
- place
- accounting
- available
- front desk clerk
- operate
- special
- section
- legal
- advertise
- waitress
- interview
- attendant

All About Jobs
Answering A Want Ad

Functional Vocabulary/Reading Want Ads

hrs. = hours
P/T = part time
F/T = full time
exp. = experience
flex. = flexible
nec. = necessary
Mon. = Monday
Tues. = Tuesday
morn. = morning
appt. = appointment
mid. = midnight
pref. - prefferred
M-F = Monday through Friday
ex. = excellent
sal. = salary
pkg. = package
lg. = large

business hours
flexible
apply in person
personnel office
schedule
interview
appointment
shift
rotating shift
train
M/F
EOE
facility
banquet
opening
permanant
provided
uniform
benefits
advertises

HELP WANTED

BOOKKEEPER -- P/T, flex. hrs., payroll exp nec. Call 344-4321.

CHAMBERMAID--Exp. only F/T. Apply in person. Albatross Motel, 1510 Pacific Ave., A.C.

RECEIVING CLERK--Bally's Park Place Casnio Hotel has an opening for a receiving clerk. F/T, 1st shift (7:30 am-4:30 pm). Apply in person at Bally's Personnel Office between 9 am-4 pm. M/F EOE

HELP WANTED

RECEIVING CLERK -- for Tropicana Hotel and Casino. Perm. P/T, flex hrs., exp. only. Apply Trop Personnel Office, Mon. or Tues. morning only. M/F EOE

RECEPTIONIST--busy office, light typing, telephones. Send resume to: The Press, Box 10, A.C., N.J. 08404.

ROOM ATTENDANT--Harrah's Trump Plaza. Full or P/T, day shift Call 442-2244 to schedule interview appt. M/F EOE

ROOM ATTENDANT--Claridge Hotel Casino F/T only, swing shift (3-11 pm). Uniforms provided, hotel exp. pref. Apply in person at Claridge Personnel Office during business hrs. EOE.

HELP WANTED

SECURITY GUARDS--Immed. openings, F/T and P/T, uniforms and equipment provided.Call 652-1773.

SECRETARY--Gd. typing essential. F/T,benefits Busy office. Yr. round position. Call Mr. McBride 823-8284.

STEWARD--Resorts Intl. Casino Hotel. F/T only, hrs. 4:30 pm-12:30 am. Exp. only. Uniforms provided. Ex. salary & benefits pg. Apply at Resorts Personnel Office, M-F, 8-4:30. EOE

STEWARD--Golden Nugget Casino Hotel has an opening for a steward. Exp. pref.in lg. hotel, banq.fac. F/T, rotating shift. Apply in person to G.N. Personnel Office. EOE.

WAITER/WAITRESS--for restaurant nr. casino dist. Full or P/T, exp. pref. but not nec. Call 344-9787 bet. 9 am and noon.

All About Jobs
Answering A Want Ad

QUESTIONS/READING THE WANT ADS

Directions: Look at the want ad page and answer the questions below.

1. There is a hotel that wants to hire a full-time receiving clerk. What is the name of the hotel?

2. There is a job opening for a receiving clerk at the Tropicana. What time can someone call to ask about the job?

3. Harrah's Trump Plaza advertises for a room attendant. What shift is open?

4. There is an opening for a room attendant on the swing shift at a hotel. What is the name of the hotel?

5. Resorts International advertises for a steward. Does an applicant need experience to get this job?

6. There is a steward position open at Resorts International. What hours does the steward have to work?

7. One of the casinos needs a steward to work a rotating shift. What is the name of the casino?

8. The Golden Nugget advertises for a steward. Does the applicant call to apply for the position?

Answer Key/Reading Want Ads

1. Bally's Park Place
2. Monday or Tuesday morning
3. Day
4. Claridge
5. Yes
6. 4:30 pm - 12:30 am
7. Golden Nugget
8. No. He must apply in person.

FUNCTIONAL VOCABULARY/ Personal Data Sheet

name
first name
middle name
last name
print
write
address
number
street
city
state
ZIP code
phone number
social security number
school
grade school
junior high school
high school
training
vocational school
business school
junior college
community college
college
university
degree
diploma
dates
years
references (character)
job experience
company
kind of work
clerical
secretarial
typist
present
month and year written as numerals

PERSONAL DATA SHEET

Please print.

NAME ______________________________

ADDRESS ______________________________

PHONE ________________ SOCIAL SECURITY NUMBER ________________

Schools or Training

NAME	ADDRESS	DATES

References:

NAME	ADDRESS	TELEPHONE

Job Experience:

NAME OF COMPANY	ADDRESS	KIND OF WORK	DATES

BEST COPY AVAILABLE

PERSONAL DATA SHEET

Please print.

NAME Rosalinda Eva Delgado

ADDRESS 118 N. Indiana Ave, Atlantic City, NJ 08401

PHONE 344-6055 SOCIAL SECURITY NUMBER 666-87-3031

Schools or Training

NAME	ADDRESS	DATES
Jose Marti School	Ponce, P.R.	1957-1966
Camden High School	Camden, NJ	1966-1970

References:

NAME	ADDRESS	TELEPHONE
Mr. Juan Goya	6 So. Florida Ave., Atlantic City, NJ	344-0824
Mrs. Jill Evans	12 Main St., Pleasantville, NJ	645-8757
Ms. Diane Willis	10 6th St., Camden, NJ	931-4842
Mr. Frank Rogers	1010 Pacific Ave, Atlantic City, NJ	345-7678

Job Experience:

NAME OF COMPANY	ADDRESS	KIND OF WORK	DATES
Campbell Soup Co.	Camden, NJ	Clerical	7/70-12/72
Shore Memorial Hospital	Somers Point, NJ	Desk Clerk	1/73-5/78
Spencer Gifts	Atlantic City, NJ.	Secreterial	6/78-9/82
Resorts International	Atlantic City, NJ	Typist	10/82-present

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All About Jobs
Completing An Application

QUESTIONS/Personal Data Sheet

1. What is Rosalinda's telephone number?

2. What is Rosalinda's zip code?

3. In which city did Rosalinda go to high school?

4. What is the telephone number of Mr. Juan Goya?

5. Where does Rosalinda work now?

6. In which city does Mrs. Jill Evans live?

7. Where is Shore Memorial Hospital?

8. What is Rosalinda's middle name?

9. What is the address of Mr. Frank Rogers?

BEST COPY AVAILABLE

All About Jobs
Completing An Application

ANSWER KEY/Personal Data Sheet

1. 344-6055
2. 08401
3. Camden
4. 344-0824
5. Resorts International
6. Pleasantville
7. Somers Point, New Jersey
8. Eva
9. 1010 Pacific Avenue, Atlantic City, New Jersey

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PERSONAL INFORMATION

1. Name Sanchez (Last) Isabel (First) Maria (Middle)

Address 2401 (Number) Virginia Ave. (Street)

City Atlantic City State New Jersey

2. Zip Code 08401

3. Telephone Number 609 (area code) 444-5151

4. Marital Status: Married X Divorced ___ Single ___ Separated ___

5. Male ___ Female X

6. Social Security Number 333-00-1142

7. Date of Birth 6/5/47

8. Position Applied For: Housekeeping

9. Full Time X Part Time ___

10. Shift Preference: Day X. Swing ___ Grave ___

EDUCATION

	Name of School	Address	Dates From-To	Diploma/ certificat
11. Elementary	Franklin School,	Camden, NJ	1952-1958	
Jr. High	Coast Jr. H.S.,	Maywin, N.J.	1958-1961	
High School	Atlantic City H.S.,	Atlantic City, N.J.	1961-1965	Dipl
Business/ Trade	N/A			
College	N/A			
Other (military, etc.)	N/A			

HOBBIES AND INTERESTS

12. Jogging, sewing, dancing

BEST COPY AVAILABLE

WORK EXPERIENCE (start with your present or most recent job.)

13. Name of Company 7-11 Store

14. Address of Company Atlantic and Michigan Ave.
Atlantic City, N.J. 08401

15. Occupation Cashier

16. Dates 1/8/84 - Present
From -- To

17. Salary $3.75/hr.

18. Name of Company Galaxie Motel

19. Address of Company 2500 Pacific Ave.
Atlantic City, N.J 08401

20. Occupation Chambermaid

21. Dates 6/80 - 7/83
From -- To

22. Salary $3.30/hr.

REFERENCES

23. Name Mr. Julio Perez

24. Address Atlantic City High School
Atlantic City, N.J. 08401

25. Position Teacher

26. Telephone 609-555-4444
area code

27. Name Mrs. Mary Smith

28. Address 13 Oak Ave.
Maywin, N.J. 08770

29. Position Chambermaid

30. Telephone 609-666-0002
area code

31. Name Ms. Theresa Barker

32 Address 7 Merchant Ave.
Pleasantville, N.J.

33. Position Sales Clerk

34. Telephone 609-777-8849
area code

35. Date: 3/8/84

36. Signature: Isabel M. Sanchez

7-

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

1. Name ______________________________
Last First Middle

Address ______________________________
Number Street

City ______________ State ______________

2. Zip Code ______________

3. Telephone Number ______________
area code

4. Marital Status: Married ___ Divorced ___ Single ___ Separated ___

5. Male ____ Female ____

6. Social Security Number __________

7. Date of Birth ______________

8. Position Applied For: ______________________________

9. Full Time _____ Part Time __________

10. Shift Preference: Day ___ Swing ___ Grave ___

EDUCATION

	Name of School	Address	Dates From-To	Diploma/ certificate
11. Elementary				
Jr. High				
High School				
Business/ Trade				
College				
Other (military, etc.)				

HOBBIES AND INTERESTS

12. ______________________________

WORK EXPERIENCE (start with your present or most recent job.)

13. Name of Company ______________________

14. Address of Company ______________________

____

15. Occupation ____________ 16. Dates ____________
From — To

17. Salary ____________

18. Name of Company ______________________

19. Address of Company ______________________

____

20. Occupation ____________ 21. Dates ____________
From -- To

22. Salary ____________

REFERENCES

23. Name ____________ 25.Position ____________

24. Address ____________ 26. Telephone ____________
area code

____

27. Name ____________ 29. Position ____________

28. Address ____________ 30. Telephone ____________
area code

____

31. Name____________ 33. Position ____________

32 Address ____________ 34. Telephone ____________
area code

____

35. Date: ____________

36. Signature: ______________________

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All about Jobs
Getting The Job
Completing An Application

Personal History Disclosure Form

Vocabulary

disclosure
applicant
original
gaming
enforcement
failure
completely
truthfully
denial
fingerprinted
licensed
petitions
background
residence
premises
certificate
courts
selective service
foreign
documentary
representative
countermand
photostatic copy
valid

qualification
venture
crime
disorderly
offense
jurisdiction
interpreter
swear
foregoing
willfully false
punishment
waive liability
publication
acquired
consideration
investigations
probation
exception
domestic
appropriate
supercede
contrary
considered

PERSONAL HISTORY DISCLOSURE FORM—4

Name: ____________________

Address: ____________________

Date of Birth: ____________________ Sex ☐ Male ☐ Female

APPLICATION INSTRUCTIONS

IF YOU ARE APPLYING FOR AN EMPLOYEE LICENSE, PLEASE CHECK THE BOX AND SEND THE INDICATED PERSONAL HISTORY DISCLOSURE FORM (ORIGINAL AND ONE COPY) TO THE CASINO CONTROL COMMISSION. NOTE: THE APPLICANT MUST REPORT TO THE DIVISION OF GAMING ENFORCEMENT OFFICE LOCATED AT TENNESSEE AVENUE & BOARDWALK, ATLANTIC CITY, WITH THE APPLICATION TO BE FINGERPRINTED.

PERSONAL HISTORY DISCLOSURE FORM—4

☐ HOTEL EMPLOYEE

IMPORTANT

FAILURE TO ANSWER ANY QUESTION COMPLETELY & TRUTHFULLY WILL RESULT IN DENIAL OF YOUR LICENSE APPLICATION.

PLEASE CONSULT THE ATTACHED FEE SCHEDULE FOR THE APPROPRIATE COST OF PROCESSING YOUR LICENSE APPLICATION. THIS FEE MUST ACCOMPANY THE APPLICATION.

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PERSONAL HISTORY DISCLOSURE FORM #4

FEE SCHEDULE

Hotel Employee Registration Fee-$30.00

In order to become a registered Hotel Employee, you must:

1. Complete this Personal History Disclosure Form #4.
2. Be fingerprinted by the Division of Gaming Enforcement I.D. Unit (call 609-441-3050 for an appointment).
3. Obtain an offer of employment from a licensed casino/hotel.
4. Submit your registration form and a check/money order for $30.00 (payable to the Casino Control Fund) to the hiring casino/hotel. Your application and check will be forwarded to the Casino Control Commission when the casino/hotel petitions for your registration.

PASTE RECENT PHOTOGRAPH HERE

(Passport Size)

INSTRUCTIONS
PERSONAL HISTORY DISCLOSURE FORM-4

Read every question carefully before answering any. Answer every question completely. Do not leave any blank spaces. If a question does not apply to you, state "Does Not Apply." If there is nothing to disclose as to a question, state "None."

All entries on this form should be typed or printed in ink except for initials and signatures. Each page of this form must be initialed by you after completion.

If you need extra space to answer a question, use the space on page 3.

Your application for a license under the Casino Control Act (N.J.S.A. 5:12-1 et seq) will be acted upon by the Casino Control Commission or its Chairman after an investigation of your background has been conducted by the Attorney General's Division of Gaming Enforcement.

IMPORTANT

FAILURE TO ANSWER ANY QUESTION ON THIS FORM COMPLETELY & TRUTHFULLY WILL RESULT IN DENIAL OF YOUR LICENSE APPLICATION. ______ Initials

______
Applicant's Initials

1. Full Name ______________________________
Last (Maiden) First Middle

2. Beginning with your current residence and working backwards, provide the following information with respect to each residence you have held for the past year.

Dates From To	Address No., Street, Apt., City, State, County	Telephone Number

3. Date of Birth ______________________________
Month Day Year

4. Place of Birth ______________________________
City State (Country)

5. Height ______________ Weight ______________

Hair Color ______________ Eye Color ______________

6. Employment History: List the last three jobs you have held, beginning with most recent and working backwards. Note with an asterisk (*) any employment where gaming was conducted on the premises.

Dates From To	Name and Address of Employer	Positions and Duties	Name of Supervisor	Reason for Leaving

____
Applicant's Initials

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WAIVER OF LIABILITY

I, ____, hereby waive liability as to the State of New Jersey and its instrumentalities and agents, for any damages resulting from any disclosure or publication in any manner, other than a willfully unlawful disclosure or publication, of any material or information acquired during the license consideration process or during any inquiries, investigations or hearings.

DATED: ____________________ ________________________ L.S.

Subscribed and sworn to before me on this

______ day of __________, 19__.

____

Notary Public

State of _________________________

RELEASE AUTHORIZATION

To All Courts, Probation Departments, Selective Service Boards, Employers, Educational Institutions, Banks, Financial and Other Institutions, and all Governmental Agencies—federal, state and local, without exception, both foreign and domestic.

I have authorized the New Jersey Casino Control Commission and the New Jersey Division of Gaming Enforcement to conduct a full investigation into my background and activities.

Therefore, you are hereby authorized to release any and all information pertaining to me, documentary or otherwise, as requested by any appropriate employee, agent or representative of the Division of Gaming Enforcement or the Casino Control Commission.

This authorization shall supercede and countermand any prior request or authorization to the contrary.

A photostatic copy of this authorization will be considered as effective and valid as the original.

DATED: ______________________ ______________________________ L.S.
(signature)

Subscribed and sworn to before me on this

__________ day of ______________, 19____.

____
Notary Public

State of ______________________

7. Have you ever made application to a licensing agency for any permit, license, certificate or qualification in connection with any gambling venture? Yes __________ No __________

If yes, complete the following table.

Date of Application	Name and Address of Licensing Agency	Type of License	Disposition of Application	License Number

8. Have you ever been convicted of a crime or disorderly persons offense in this State or in any other jurisdiction? Yes __________ No __________

If yes, complete the following table:

Nature of Conviction	Name and Address of Government Agency and Court Involved	Date

9. List the names and addresses of three references.

Name	Address

____
Applicant's Initials

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STATE OF)

) SS

COUNTY OF)

______________________, being duly sworn according to law deposes and says:

1. I am the applicant identified in question number one (1) of this application form.
2. I personally typed or printed the responses to this application form or personally supplied the information to be typed to the typist.
3. I understand and read the English language or I have had an interpreter read, explain and record the answer to each and every question on this application form.
4. I swear (or affirm) that the foregoing statements made by me are true. I am aware that if any of the statements made by me are willfully false, I am subject to punishment.

DATED: ______________________ __________________________ L.S.

____
Interpreter's Name and Signature

____
Language Spoken (if not English)

Subscribed and sworn to before me on this

____________ day of ______________, 19___.

____
Notary Public

State of ________________________________

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All About Jobs
Getting The Job
Completing An Application

Personal History Disclosure Form -4/Questions

1. When can your license be denied?

2. A person gets a number 4 license to work where?

3. How much is the fee for this license?

4. How many things must a person do in order to become a registered employee? What are these steps?

5. To whom do you make out the check for the license?

6. How large a photograph is needed?

7. In the section for Employment History, how many jobs do you have to list?

8. What is a reference? How many need to be listed on the application?

9. What is a release authorization?

10. What should you put if you can not answer a question?

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All About Jobs
Getting The Job
Completing An Application

Personal History Disclosure Form - 4/Answers

1. If questions are not answered completely and truthfully.

2. In the hotel part of a casino/hotel.

3. $30.00

4. Four steps
    1. Complete disclosure form 4
    2. Be fingerprinted by ID unit
    3. Obtain offer of employment from licensed casino/hotel.
    4. Submit registration form and check to hiring hotel. Hotel will submit it to Casino Control Commission.

5. Casino Control Fund

6. Passport size

7. Three, beginning with the most recent

8. A reference is a person who can say something good about you. Three references are needed.

9. Release authorization gives the Casino Control Commission the right to check into a person's background.

10. "Does Not Apply" or N/A (not applicable).

All About Jobs
Getting The Job

VOCABULARY

resume
application
heading
greeting
closing
interview
experience
preparation
salary
benefit package
references
contact

cover letter
employer
inside address
body
signature
impression
qualifications
shift
medical insurance
information
inform

All About Jobs
Getting A Job
Dialogue: Miss Lee, teacher
Jose, student
Subject: The Interview

DIALOGUE #2

Miss Lee: Why don't we pretend to interview you, Jose? It is good practice for you, and it is good for the class to watch.

Jose: Well, O.K.

Miss Lee: Whenever you're ready, you can begin.

Jose: Good afternoon, ma'am. I would like to apply for the job as vegetable cook.

Miss Lee: What kind of experience do you have?

Jose: After high school, I went to a cooking school for one year.

Miss Lee: Do you have experience working in a restaurant?

Jose: Yes, I have been working at The Eating Place for two years as an assistant cook.

Miss Lee: Why do you want to work here?

Jose: This is a big hotel with many restaurants. I want to learn as much as I can about food preparation.

Miss Lee: Are you working now?

Jose: Yes.

Miss Lee: Why do you want to leave the job where you work?

Jose: I work in a small restaurant. There is more opportunity for advancement in your casino restaurant.

Miss Lee: Can you work any shift?

Jose: I prefer to work during the day, but I can work any shift to begin.

All About Jobs
Getting A Job
Dialogue: Miss Lee, teacher
Juan, student
Subject: Preparing for the Interview

DIALOGUE #1

Miss Lee:	Most of you are looking for jobs now. I want you to be prepared when you go for an interview.
Juan:	What should I wear when I go for an interview?
Miss Lee:	You must look your best. Always dress neatly. Men, wear a suit and tie if you have one. If not a good pair of pants and shirt. Ladies, you can wear a suit or a dress, or a skirt and blouse.
Juan:	Why are clothes so important?
Miss Lee:	The impression you make in an interview can get you the job. A future boss needs to know what kind of person you are.

All About Jobs
Getting A Job
Dialogue: Miss Lee, teacher
Jose, student
Subject: The Interview

DIALOGUE #2 (Cont.)

Miss Lee: What salary do you want to earn?

Jose: How much does this job pay?

Miss Lee: The starting salary is $7.50 per hour for the first 60 days. After that it goes up.

Jose: Does the job include medical insurance?

Miss Lee: Yes, there is a complete benefit package for you and your family.

All About Jobs
Getting A Job
Dialogue: Miss Lee, teacher
Miguel, student
Subject: Writing A Resume

DIALOGUE #3

Miss Lee: When you go to an interview, it is a good idea to take your resume with you.

Miguel: What is a resume, Miss Lee?

Miss Lee: A resume is a paper that lists your education and work experience.

Miguel: Do you have to take a resume with you to an interview?

Miss Lee: No, you don't have to, but employers are impressed when you hand them one. It shows that you took the time to represent yourself in a professional way.

Miguel: Oh, I understand. It makes me look better than the ones who don't bring a resume to their interview.

Miss Lee: That's right. Also, when you write a resume, you get a chance to show the employer your best points and why you are qualified for the job.

All About Jobs
Getting A Job
Dialogue: Miss Lee, Teacher and Miguel, student
Subject: Writing A Resume

DIALOGUE #4

Miguel: Miss Lee, can you show me what a resume looks like?

Miss Lee: Certainly. There are different ways you can present your resume. This is how mine looks: (She reads aloud.)

Sara Lee
123 Broad Street
Northfield, N.J.
645-7234

Personal Data:
Birthdate: Jan. 14, 1955
Marital Status: Single
Health: Excellent
Social Security #: 145-67-8924

Education:
Abington Memorial High School
Abington, PA.
1973 - Diploma

Temple University
Phila., PA.
BA 1977 Teaching

Work Experience:
1977-1980
Hopewell Township H.S.
Teacher of Reading and English as a Second Language
1980 - Present
Community College of Pennsylvania
Teacher of English as a Second Language

Community Activities:
Sunday School Teacher
Volunteer/Literacy Volunteers of America

References: Furnished upon request.

Miguel: How can I make mine look that good?

Miss Lee: Here is a blank form. Let's practice.

All About Jobs
Getting A Job
Dialogue: Miss Lee, teacher
Juan, student
Subject: Writing A Cover Letter

DIALOGUE #5

Miss Lee: Sometimes ads in the paper ask you to send your resume. When that happens, you need to send a cover letter with it.

Juan: What is a cover letter?

Miss Lee: A cover letter is one that "covers" your resume. When you go to an interview, you introduce yourself to the employer. When you send your resume in the mail, the cover letter introduces you to the employer.

Juan: I see. A resume is a professional way to present yourself, and a cover letter is a professional way to introduce yourself.

Miss Lee: Exactly.

Juan: How do I write a cover letter?

Miss Lee: Let´s write one together. Here´s the Classified section of the paper. Look under "Help Wanted" and choose an ad.

Juan: Hmmmmm. (pause) Here´s one for Food Server. It says to send a resume.

Miss Lee: To respond to this ad, you need a cover letter to introduce your resume. Let´s write a cover letter for this.

Resume

Name:
Address:
Telephone:

Personal Data:
Birthdate:
Marital Status:
Health:
Social Security#:

Education:

Work Experience: (Begin with latest)

Community Activities:

References:

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All About Jobs
Getting The Job
Subject: Writing A Cover Letter

Heading

4317 First Avenue
Linwood, NJ 08221
March 26, 1984

The Eating Place
29 Forest Road
Somers Point, NJ 08226

← Inside Address

Dear Sir: ← Greeting

I would like to apply for the job of waitress which was advertised in the Sunday Press 3/25/84.

I have had five years experience as a waitress in some very fine restaurants. I am quite interested in full-time employment.

Enclosed, find my resume which can give you all necessary information.

Please contact me at 927-3274 to arrange an interview. I look forward to hearing from you.

Closing → Sincerely,

Written Signature → Sara Lee

Typed Name → Sara Lee

197/200

Resume

Name:
Address:
Telephone:

Personal Data:
Birthdate:
Marital Status:
Health:
Social Security#:

Education:

Work Experience: (Begin with latest)

Community Activities:

References:

FUNCTIONAL VOCABULARY/ Reading A Calendar

date
calendar
day
month
year
Monday
Tuesday
Wednesday
Thursday
Friday
Sunday
February
April
June
August
October
December
numeral
Christmas
New Year´s Eve
Independence Day
Easter
Easter Monday
Labor Day
schedule
lunch
shift
area
days off
a.m.
day
night

sequence
first
second
third
draw
line
circle
before
after
Saturday
January
March
May
July
September
November
number
holiday
Christmas Eve
New Year´s Day
Thanksgiving
Good Friday
Memorial Day
weekend
initials
lunch hour
section
work
kitchen
p.m.
evening

It´s About Time
Calendar And Seasons
Dialogue: Majorie and Joan
Subject: Months Of The Year

DIALOGUE #1

Majorie: Do you have your paper back from the teacher yet?

Joan: Yes.

Majorie: How many do you have wrong?

Joan: I have two incorrect. The spelling of February and September is not correct.

Majorie: How do you spell them?

Joan: February is F-E-B-R-U-A-R-Y and September is S-E-P-T-E-M-B-E-R.

Majorie: I always leave out the first "r" in February.

Joan: So do I. In the word September, I forget to put the "p".

Majorie: Well, that´s how you learn.

Joan: I know. I want to write these months a few more times so I can remember the right spelling.

It's About Time
Calendar And Seasons
Dialogue: Sybil and Charles
Subject: Seasons And Months Of The Year

DIALOGUE #2

Sybil: What's that, Charles?

Charles: That's a school calendar.

Sybil: When is the Christmas break?

Charles: It's in December. The first semester is September, October, November, and December.

Sybil: Do we return in January?

Charles: Yes, the second semester is January, February, March, April, and May.

Sybil: Don't we have Easter break in the month of April?

Charles: Yes, we have one week off then.

Sybil: Do they have summer school?

Charles: Yes. Summer school is in June, July, and August.

Sybil: What about May?

Charles: That's vacation time!

It's About Time
Calendar and Seasons
Dialogue: John and Helen
Subject: Seasonal Activities

DIALOGUE #3

John:	Hi, Helen. How are you today?
Helen:	Great. It's Friday and I'm excited about this weekend's ski trip! I love to ski.
John:	So do I. I'm really glad it's winter. I can't wait for the ski season.
Helen:	John, I'm a little nervous. I don't know how to ski.
John:	It isn't difficult and you can take lessons. There are many other activities too.
Helen:	Really? Like what?
John:	Well, we can ice skate and sleigh ride.
Helen:	That sounds good. I love to build fires in the fire place too.
John:	Are your bags packed?
Helen:	Yes, I'm all ready to go. Meet my at me house after work, OK?
John:	OK. See you then.

It's About Time
Calendar And Seasons
Dialogue: George and Andrew
Subject: Seasons and Activities

DIALOGUE #4

George: It's very hot here in the summer, isn't it?

Andrew: Yes, it is. I like to swim in the ocean.

George: What's your favorite summer activity Andrew?

Andrew: Fishing. In the summer, I catch fish from my brother's boat. Would you like to come with me sometime?

George: No thank you. I always get sea sick.

Andrew: What's your favorite season?

George: Well every season is special. In summer, we can swim. In the fall, the leaves turn beautiful colors.

Andrew: Yes, fall is a very pretty season.

George: Yes, and in winter, it's also beautiful when it snows.

Andrew: What about spring? What's special about spring?

George: Oh, in the spring, all the flowers bloom. They're so beautiful.

Andrew: You're right. Every season is special.

Exercises/Calendar and Sequence

1. Draw a line under the first word of this sentence.

2. Circle the third word of this sentence.

3. Fill in the missing word: first,_________, third, fourth, fifth.

4. What is the second day on the calendar for July?

5. Draw a line under the last word of this sentence.

6. What is the answer of the third question in this exercise?

7. On the calendar for July, what is the date of the first Friday?

8. What is the second day of the weekend?

9. Which is the third month of the year?

Answer Key/Calendar and Sequence

1. Draw a line under the first word of this sentence.
2. Circle the third word of this sentence.
3. second
4. Monday
5. Draw a line under the last word of this sentence.
6. second
7. July 6th
8. Sunday
9. March

It's About Time
Calendar And Seasons

Exercises/Calendar

1. Which day comes after Wednesday?

2. Which month is before October?

3. Write this date in numbers: June 28, 1984

4. Write out the date these numbers mean: 4/20/54

5. Which days are in a weekend?

6. Which day comes after the weekend?

7. What is the first day of the year on the calendar?

8. In which month is Independence Day?

9. Write the date of Independence Day, 1984, in numbers.

Answer Key/Calendar

1. Thursday
2. September
3. 6/28/84
4. April 20, 1954
5. Saturday and Sunday
6. Monday
7. January 1
8. July
9. 7/4/84

It's About Time
Calendar and Seasons
Exercise/Reading a Calendar

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JULY

SUN	MON	TUES.	WED.	THURS.	FRI	SAT
1	2	3	4 Independance Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Questions/Reading A Calendar

1. What holiday is in July?

2. What is the date of that holiday?

3. What day of the week is that holiday?

4. What date is the last Saturday in July?

5. What day is July 20?

6. What day is the final day of the month?

7. What date is the second Thursday of July?

8. How many Sundays are there in July?

9. On what day does the month begin?

Answer Key/Reading A Calendar

1. Independence Day
2. July 4
3. (appropriate answer for year)
4. 28th
5. Friday
6. Tuesday
7. 12th
8. 5
9. Sunday

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It's About Time
Calendar and Seasons
Exercise/Completing a Calendar

December

Directions: Complete the calendar for the month of December.

SUN.	MON.	TUES	WED	Thurs	FRI	SAT
		1	2			
					25 CHRISTMAS DAY	
				31 New Year's Eve.		

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It´s About Time
Calendar And Seasons

Questions/Filling Out A Calendar

1. On which day of the week is Christmas?

2. Which day is December 1?

3. How many Sundays are there in December?

4. Which day is December 9?

5. Which day is New Year´s Eve?

6. What date is the Saturday before Christmas?

7. What are the dates of the Thursdays in December?

8. What day follows Christmas?

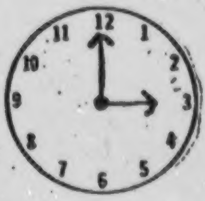
It's About Time
Calendar And Seasons
Telling Time

Vocabulary

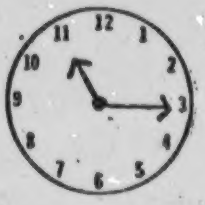
- quarter of
- quarter to
- quarter after
- quarter past
- half past
- before
- midnight
- noon
- A.M.
- P.M.

It's About Time
Calendar and Seasons
Telling Time

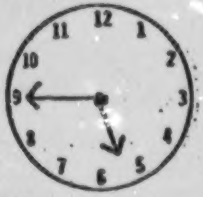
What time is it?



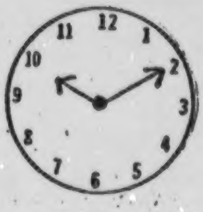
3:00



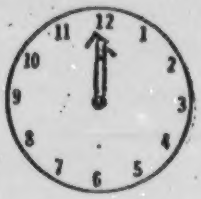
11:15
quarter after 11
quarter past 11



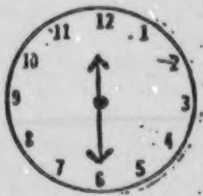
5:45
quarter of 6
quarter to 6



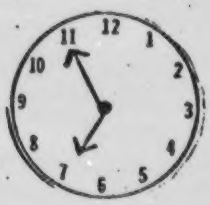
10:10
10 past 10
10 after 10



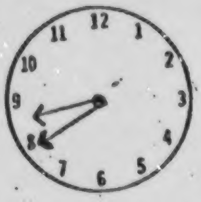
12:00 A.M. midnight
12:00 P.M. noon



12:30
half past 12



6:55
5 of 7

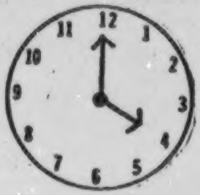


8:40
20 of 9

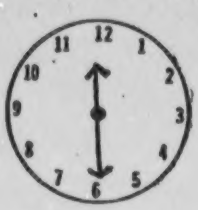
It's About Time
Calendar And Seasons
Telling Time

A

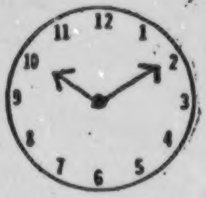
Directions: Tell what time each clock shows.



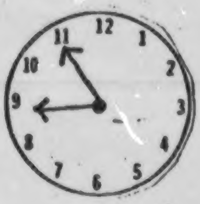
1. ________



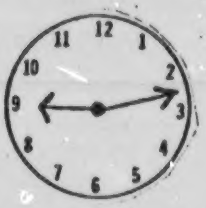
2. ________



3. ________



4. ________



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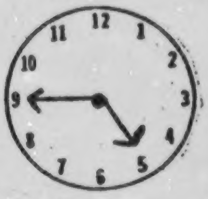

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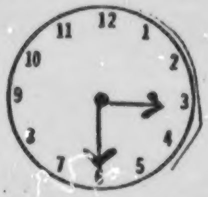

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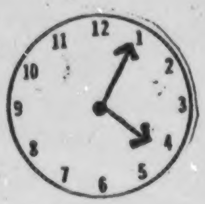

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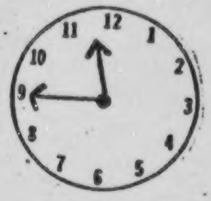

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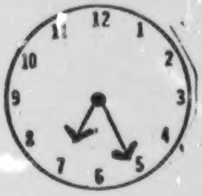

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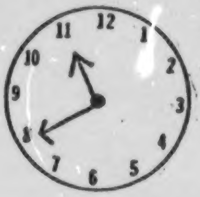

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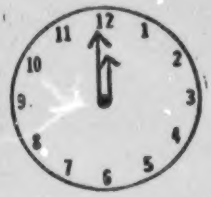


12. ________

It's About Time
Calendar And Seasons
Telling Time

Answer Key

A

1. 4:00

2. 12:30
half past 12

3. 10:10
10 after 10

4. 8:55
5 of 9

5. 9:12
12 past 9
12 after 9

6. 4:45
quarter of 5
quarter to 5

7. 3:30
half past 3

8. 4:05
5 after 4

9. 11:45
quarter of 12
quarter to 12

10. 7:25
25 after 7

11. 11:40
20 of 12

12. 12:00
midnight
noon

It's About Time
Calendar And Seasons
Telling Time

B

Directions: Draw hands on the clocks. Make each clock show the time written under it.

1. 10:00

2. 7:15

3. 1:45

4. 10 of 9

5. quarter past 1

6. half past 2

7. Noon

8. Midnight

9. quarter of 7

10. 20 of 4

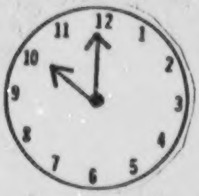
11. 8:50

12. 8:30

It´s About Time
Calendar And Seasons
Telling Time

Answer Key Cont.

B



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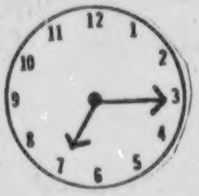

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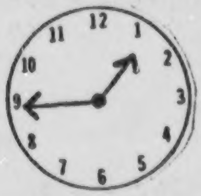

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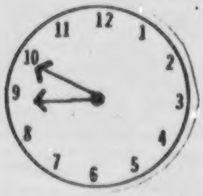

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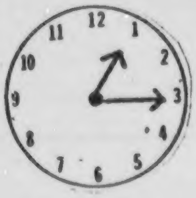

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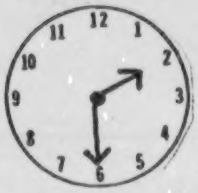

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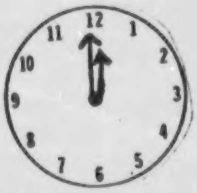

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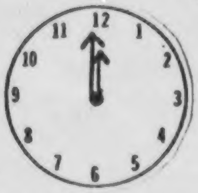

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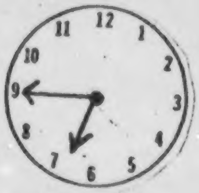

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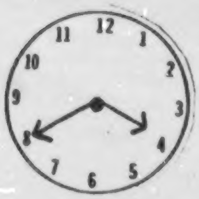

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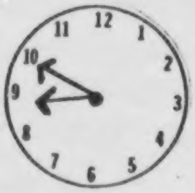

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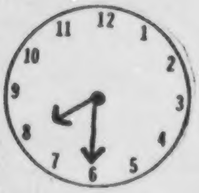

12.

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SIGN-IN SHEET

	TIME		BREAK	
NAME	IN	OUT	OUT	IN
Robert T. Burns	3 pm	11 pm		
George Gordon			12 p.m.	1 p.M.
Sam Johnson			11 a.m	12 p.m.
MARIA LORCA	7 am	3 p.M.		
Sarah Matthews	3 p.M.	11 p.M.		
Marta Nũnez	11 p.M	7 a.M.		
Joaquin Ortega			5 p.M	6 p.M
Alex Pope			12 p.M.	1 p.M
JON Swift	11 p.M.	7 a.M.		

Exercise/Filling In A Time Sheet

Directions: Complete the time sheet with the following information:

George Gordon works from 7 a.m. to 3 p.m.

Sam Johnson works from 7 a.m. to 3 p.m.

Joaquin Ortega works from 3 p.m. to 11 p.m.

Alex Pope works from 7 a.m. to 3 p.m.

______________ ______________ ______________

Robert Burns goes on break from 6 p.m. to 7 p.m.

Maria Lorca goes on break from 11 a.m. to 12 p.m.

Sarah Mattews goes on break from 7 p.m. to 8 p.m.

Marta Nuez breaks from 3 p.m. to 4 p.m.

Jon Swift breaks from 2 a.m.to 3 p.m.

It's About Time
What's Your Schedule
Answer Key/Filling In a Time Sheet

SIGN IN SHEET

NAME	TIME IN	 OUT	BREAK OUT	 IN
Robert T. Burns	3 pm	11 pm	6 p.m.	7 p.m.
George Gordon	7am	3p.m.	12 p.m.	1 p.m.
Sam Johnson	7a.m.	3 p.m	11 am	12 pm
MARIA LORCA	7am	3p.m.	11am.	12p.m
Sarah Matthews	3p.m.	11p.m.	7p.m	8 p.m
Marta Nuñez	11p.m	7a.m.	3p.m.	4p.m
Joaquin Ortega	3p.m.	11 p.m.	5p.m	6pm
Alex Pope	7a.m.	3p.m	12p.m.	1p.m
JON Swift	11p.m.	7a.m.	2a.m.	3p.m.

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Steward Schedule

	MON	TUES	WED	Thur	FRI	SAT	SUN
Antonio Vega	Kit A 7AM-3PM	Kit A 7AM-3PM	off	off	Kit B 12PM-8PM	Kit B 12PM-8PM	Kit A 10AM-6PM
John Jones	off	off	Kit A 7AM-3PM	Kit A 7AM-3PM	Kit A 7AM-3PM	Kit A 7AM-3PM	Kit B 12PM-8PM
Frank Smith	Kit B 7AM-3PM	Kit B 7AM-3PM	Kit B 12PM-8PM	off	off	Kit A 6PM-2AM	Kit B 12PM-8PM
Larry Wilson	Kit C 6PM-2AM	Kit C 6PM-2AM	Kit C 6PM-2AM	Kit C 6PM-2AM	off	Kit C 12PM-8PM	off
Chou Lin	Kit. C 6PM-2AM	Kit. C 6PM-2AM	Kit. C 6PM-2AM	Kit C 6PM-2AM	off	Kit C 12PM-8PM	off
Carlos Amaro	Kit A 7AM-3PM	Kit A 7AM-3PM	off	off	Kit B 12PM-8PM	Kit B 7AM-3PM	Kit A 10AM-6PM

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Exercise/Reading a Work Schedule

Questions:

1. In which kitchen does Antonio Vega work on Tuesday?

2. At what time does John Jones start work on Wednesday?

3. What days does Chou Lin have off?

4. When does Carlos Amaro finish work on Sunday?

5. In which kitchen does Frank Smith work on Monday?

6. Who works in Kitchen A on Wednesday?

7. Who works in the same kitchen on Monday?

8. Which two people work in the same kitchen and have the same hours all week long?

It's About Time
What's Your Schedule

Answer Key - Exercise/Reading a Work Schedule

1. Kitchen A
2. 7 a.m.
3. Friday and Sunday
4. 6 p.m.
5. B
6. John
7. Larry Wilson and Chou Lin work in kitchen C on Monday.
   Antonio Vega and Carlos Amaro work in kitchen A on Monday.
8. Larry Wilson and Chou Lin

It's About Time
What's Your Schedule
Exercise/Completing a Work Schedule

EMPLOYEE	MON	TUE	WED	Thurs	FRI	SAT	SUN
RICH ADDISON	11-7	11-7					
Bill Congreve,			7-3	7-3		7-3	
John GAY	7-3	7-3					
Henry Fielding						3-11	3-11
Emma Bronte,						11-7	11-7

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Exercise/Completing A Work Schedule

Complete the work schedule using the following information:

Rich Addison works 11-7 every day. He has the weekend off.

Bill Congreve has Monday and Tuesday off. He works 7-3 other days.

John Gay works 7-3 every day. He has Thursday and Friday off.

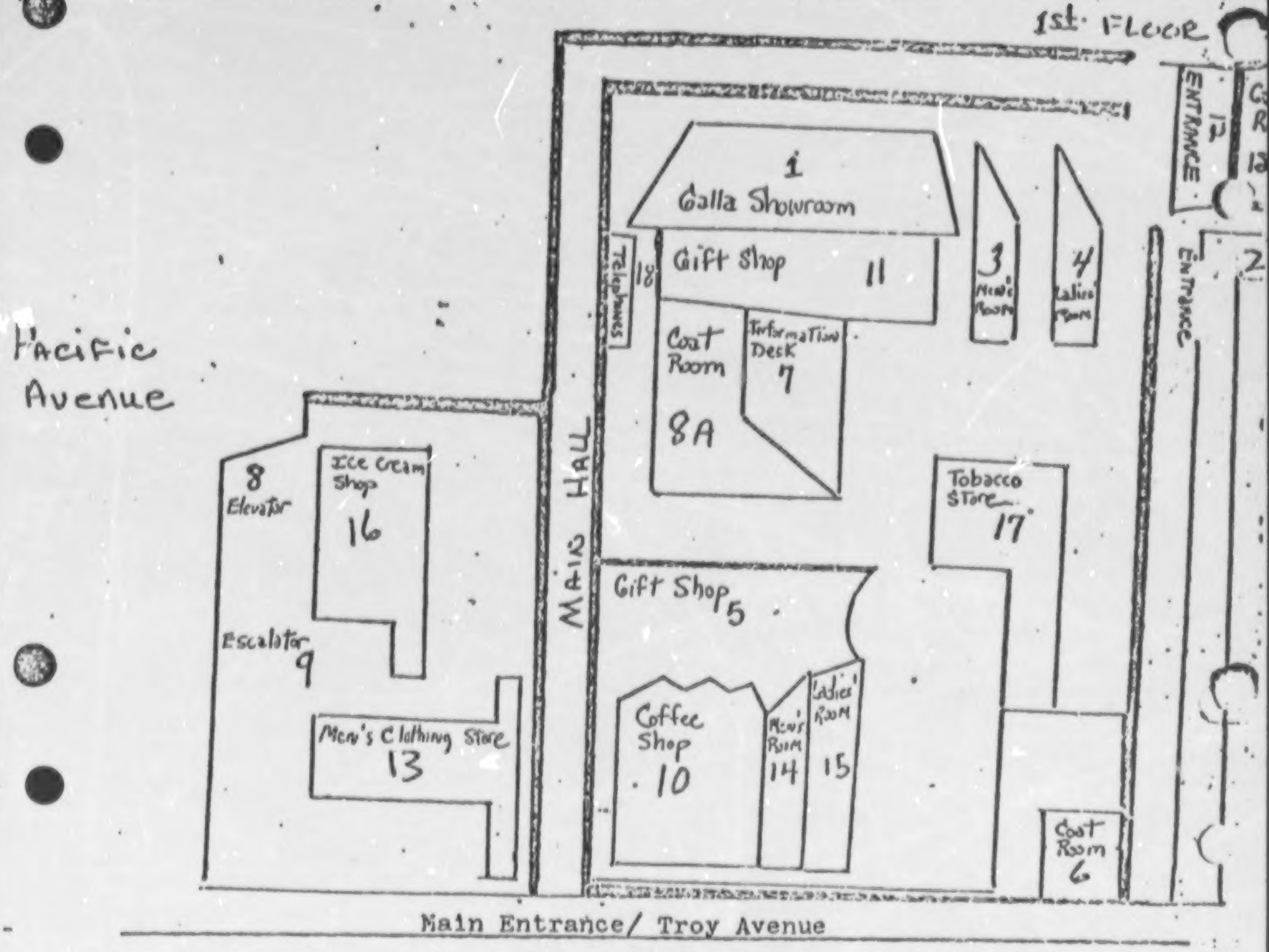
Henry Fielding works 3-11 every day. He has Tuesday and Wednesday off.

Emma Bronte has Monday and Tuesday off. She works 11-7 other days.

It's About Time
What's Your Schedule
Exercise/Completing a Work Schedule

EMPLOYEE	MON	TUE	WED	Thurs	FRI	SAT	SUN
RICH ADDISON	11-7	11-7	11-7	11-7	11-7	OFF	OFF
Bill Congreve	OFF	OFF	7-3	7-3	7-3	7-3	7-3
John GAY	7-3	7-3	7-3	OFF	OFF	7-3	7-3
HENRY Fielding	3-11	OFF	OFF	3-11	3-11	3-11	3-11
Emma Bronte	OFF	OFF	11-7	11-7	11-7	11-7	11-7
361							362

MAP A (Inside Casino)


1st. FLOOR
Pacific Avenue
1 Galla Showroom
Gift Shop 11
18 Telephones
3 Men's Room
4 Ladies' Room
17 ENTRANCE
12
2
ENTRANCE
Coat Room 8A
Information Desk 7
MAIN HALL
8 Elevator
Ice Cream Shop 16
Tobacco Store 17
Gift Shop 5
Escalator 9
Coffee Shop 10
Men's Room 14
Ladies' Room 15
Men's Clothing Store 13
Coat Room 6
Main Entrance/ Troy Avenue

1. Galla Showroom
2. Boardwalk Entrance
3. Men's Room
4. Ladies' Room
5. Gift Shop
6. Coat Room
7. Information Desk
8. Elevator

8A. Coat Room

9. Escalator
10. Coffee Shop
11. Gift Shop
12. Casino Entrance

12A. Game Room

13. Men's Clothing Store
14. Men's Room
15. Ladies' Room
16. Ice Cream Shop
17. Tobacco Store
18. Telephones

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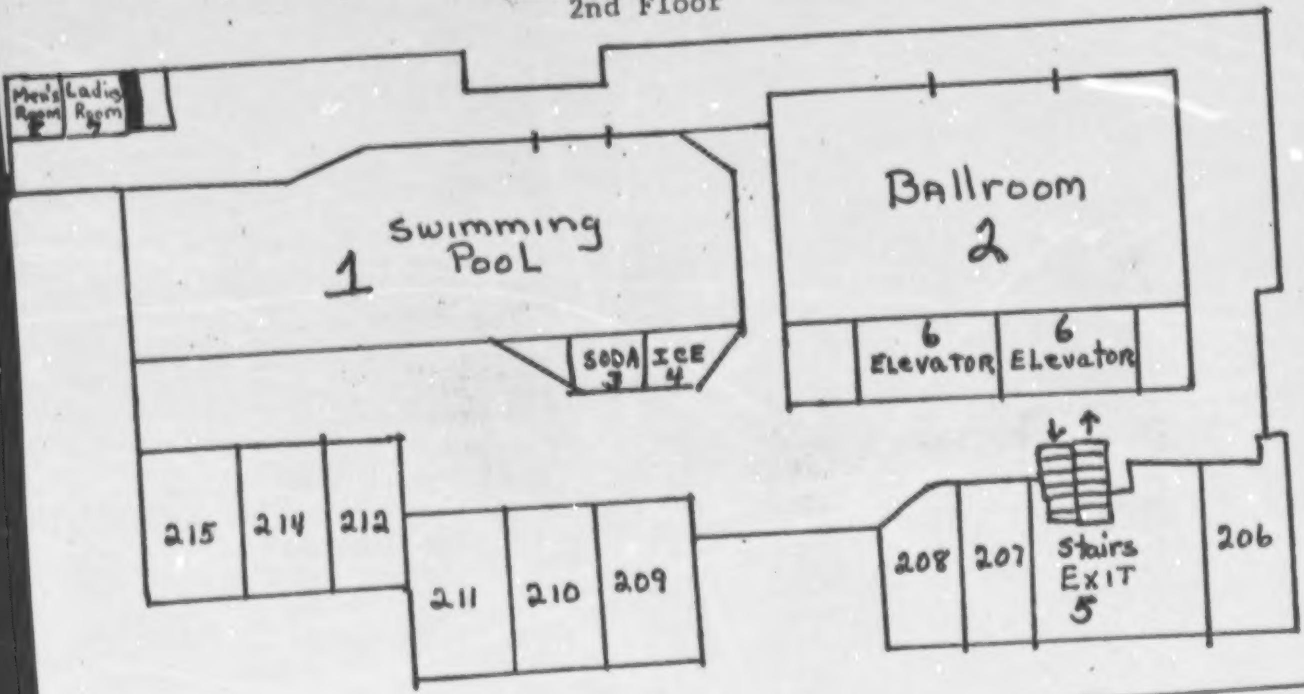
MAP B
Casino Hotel
2nd Floor


Men's Room 8
Ladies Room 7
Swimming Pool
1
Ballroom
2
SODA 3
ICE 4
6 Elevator
6 Elevator
215
214
212
211
210
209
208
207
Stairs EXIT 5
206

1. Swimming Pool
2. Ballroom
3. Soda Machine
4. Ice Machine
5. Stairs
6. Elevator
7. Ladies Room
8. Men's Room

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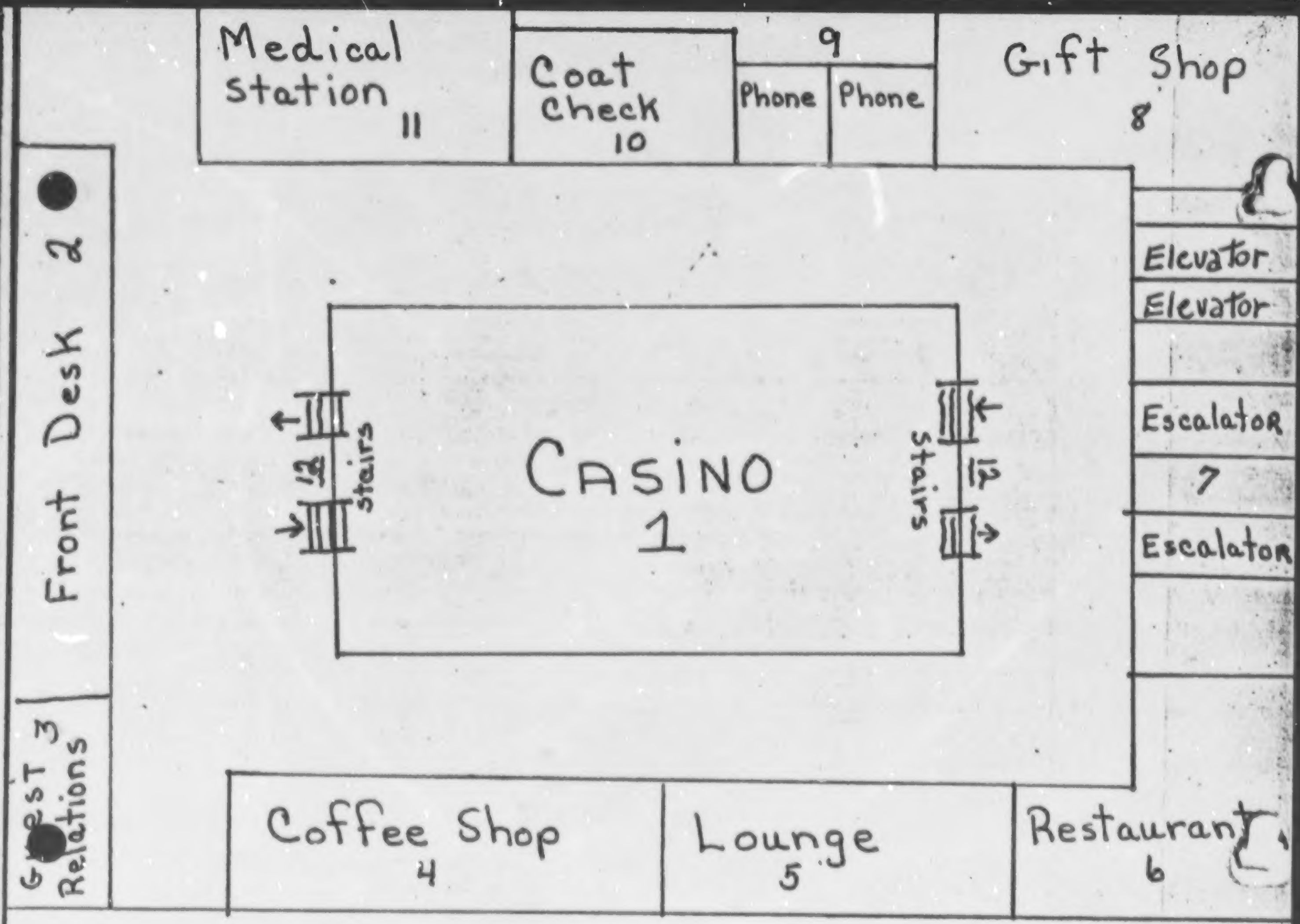
Medical station 11
Coat check 10
9
Phone
Phone
Gift Shop 8
Front Desk 2
Guest Relations 3
Elevator
Elevator
Escalator
7
Escalator
Stairs
12
12
Stairs
CASINO 1
Coffee Shop 4
Lounge 5
Restaurant 6

MAP C
Casino Hotel
Main Floor

1. Casino
2. Front Desk
3. Guest Relations
4. Coffee Shop
5. Lounge
6. Restaurant
7. Escalator
8. Gift Shop
9. Telephones
10. Coat Check
11. Medical Station
12. Stairs

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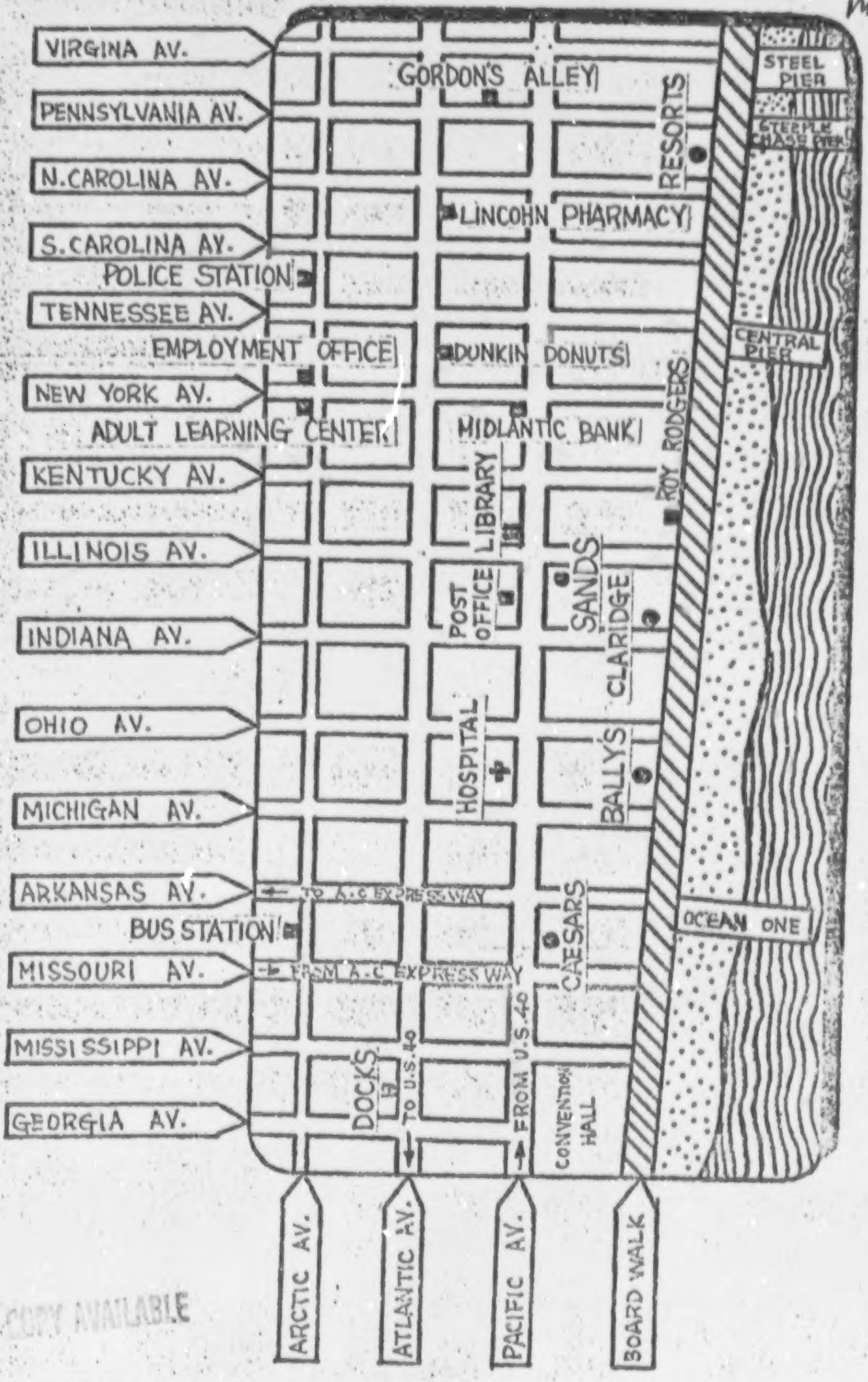
MAP D


VIRGINA AV.
PENNSYLVANIA AV.
N.CAROLINA AV.
S.CAROLINA AV.
POLICE STATION
TENNESSEE AV.
EMPLOYMENT OFFICE
NEW YORK AV.
ADULT LEARNING CENTER
KENTUCKY AV.
ILLINOIS AV.
INDIANA AV.
OHIO AV.
MICHIGAN AV.
ARKANSAS AV.
BUS STATION
MISSOURI AV.
MISSISSIPPI AV.
GEORGIA AV.
GORDON'S ALLEY
LINCOHN PHARMACY
DUNKIN DONUTS
MIDLANTIC BANK
LIBRARY
POST OFFICE
HOSPITAL
RESORTS
ROY RODGERS
SANDS
CLARIDGE
BALLY'S
CAESARS
CONVENTION HALL
DOCKS
TO A.C EXPRESS WAY
FROM A.C EXPRESS WAY
TO U.S. 40
FROM U.S. 40
STEEL PIER
STEEPLE CHASE PIER
CENTRAL PIER
OCEAN ONE
ARCTIC AV.
ATLANTIC AV.
PACIFIC AV.
BOARD WALK

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It´s About Time
Directions
Dialogue: George and Henry
Subject: Use Map D

DIALOGUE #1

(They stand on Pacific Avenue outside Convention Hall.)

George: Henry, can you tell me how to get to the Atlantic City Expressway?

Henry: Sure. Where is your car?

George: It´s right here on Pacific Avenue.

Henry: Just drive up Pacific Avenue toward Bally´s. Make a left at Arkansas and go straight. You can´t miss it. There is a sign that reads Atlantic City Expressway.

George: Let me repeat your directions. Travel on Pacfic Avenue and make a left onto Arkansas. Go straight and I´ll run into the expressway.

Henry: That´s right.

It's About Time
Directions
Dialogue: Alice and Joy
Subject: Use Map D

DIALOGUE #2

Alice: Joy, I want to go to Ocean One shopping mall and look around. Do you want to come with me?

Joy: Yes, I want to see it. My friends say they like it. How do we get there?

Alice: Oh, we can just walk from here.

Joy: Is it far?

Alice: Not really. We have to walk one block to the boardwalk. Then, we walk four blocks to the right and we're there. It's right across from Caesar's.

Joy: Good. Maybe we can go into the casino when we leave Ocean One.

Alice: That's a great idea.

It's About Time
Directions
Dialogue: James and Johnny
Subject: Directions (Use Map D)

DIALOGUE 03

(They stand in front of Ocean One, shopping mall.)

James: Johnny, do you want to go to lunch with me?

Johnny: Sure. I'm hungry. Let's eat at Caesar's. They have a great Deli.

James: Sounds good to me. How do we get there?

Johnny: We just walk off the boardwalk down Arkansas Avenue. It's right on the corner of Arkansas and Baltic Avenues.

James: Great! Let's go. I'm really hungry.

It's About Time
Directions
Dialogue: Sandra and Adam
Subject: Use Map D

DIALOGUE #4

(They stand in front of Caesar's.)

Adam:	Sandra, do you know how to get to the post office? I have to buy a book of stamps.
Sandra:	Sure, you can walk or catch a jitney. It isn't far from here.
Adam:	Where is it located?
Sandra:	It's at the corner of Pacific and Illinois Avenues. We're already on Pacific. Just go down four blocks and cross the street.
Adam:	Thanks. I'm on my way.

MAP A (Inside Casino)

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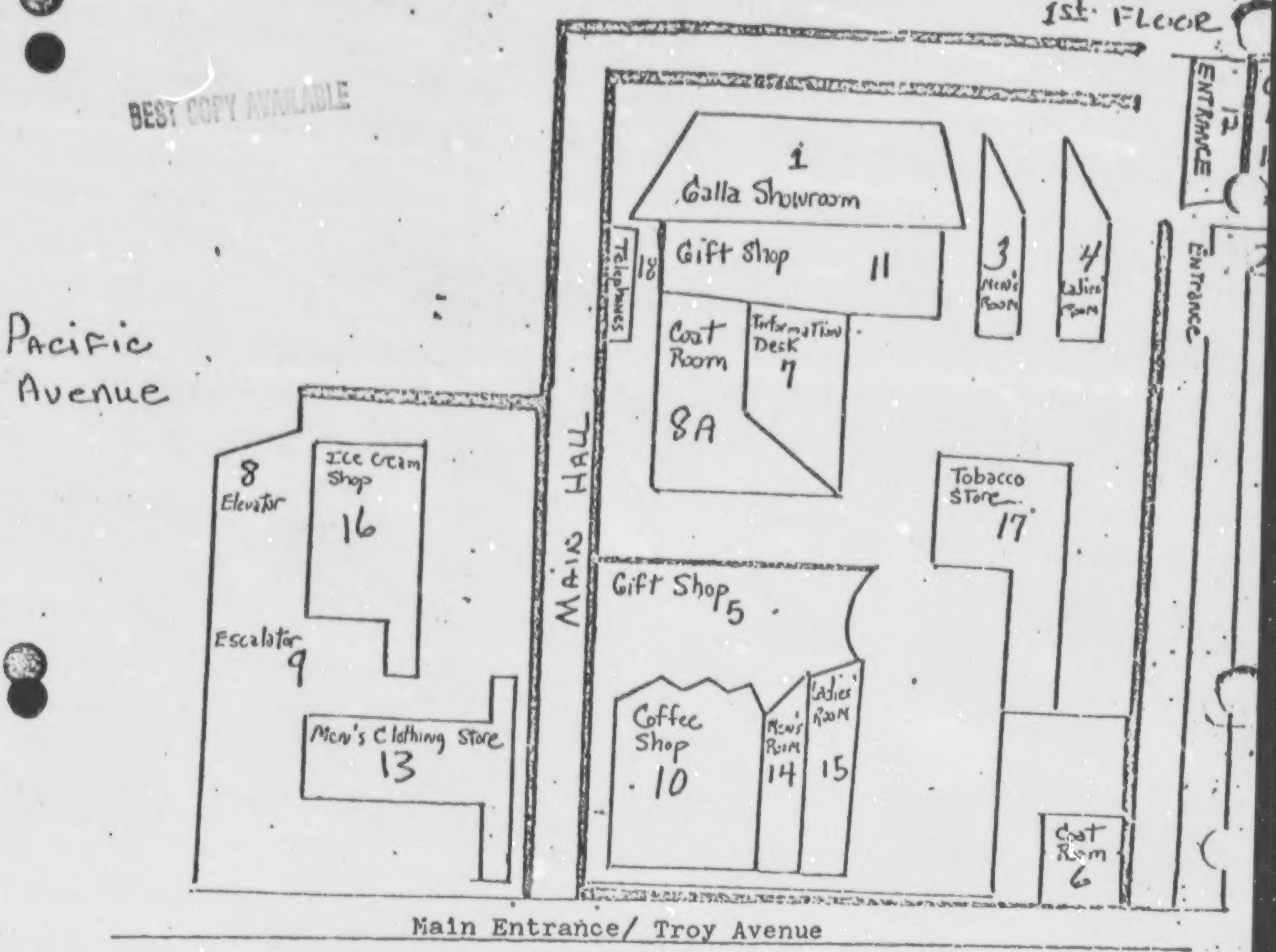

1st. FLOOR
Pacific Avenue
1
Galla Showroom
Telephones
18
Gift Shop
11
3
Men's Room
4
Ladies Room
ENTRANCE
12
Entrance
Coat Room
8A
Information Desk
7
8
Elevator
Ice Cream Shop
16
MAIN HALL
Tobacco Store
17
Gift Shop 5
Escalator
9
Coffee Shop
10
Men's Room
14
Ladies' Room
15
Men's Clothing Store
13
Coat Room
6
Main Entrance/ Troy Avenue

1. Galla Showroom
2. Boardwalk Entrance
3. Men's Room
4. Ladies' Room
5. Gift Shop
6. Coat Room
7. Information Desk
8. Elevator
8A. Coat Room
9. Escalator
10. Coffee Shop
11. Gift Shop
12. Casino Entrance
12A. Game Room
13. Men's Clothing Store
14. Men's Room
15. Ladies' Room
16. Ice Cream Shop
17. Tobacco Store
18. Telephones

It´s About Time
Directions
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino, Map A)

DIALOGUE #5

Clerk: Good morning. May I help you?

Customer: Yes. How do I get to the second floor?

Clerk: Well, take the elevator across the hall. It´s in back of the ice cream shop. You can also take the escalator. It´s next to the men´s clothing store.

Customer: Is the escalator across the hall too?

Clerk: Yes, it´s near the elevator. You can´t miss it.

Customer: Thank you.

Clerk: Your´re welcome. Have a good day.

It's About Time
Directions
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino, Map A)

DIALOGUE #6

Clerk: Good evening. May I help you?

Customer: I hope so. I'm trying to find my friend. He wants me to meet him in front of the coffee shop. Can you direct me?

Clerk: Yes. Go straight down this hall past the gift shop. The coffee shop is at the end of the hall.

Customer: You mean it's right near the main entrance?

Clerk: Yes, that's right, sir.

Customer: Thank you very much.

It's About Time
Directions
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino) MAP A

DIALOGUE #7

Clerk: Good afternoon. May I help you?

Customer: Yes, I'm looking for the game room. Can you please tell me where it is?

Clerk: Yes, sir. Go straight up the main hall. Make a right at the end of the hall. Go past the Galla Showroom. The entrance to the game room is right there. Look for the sign.

Customer: You said straight up the main hall, turn right, past the Galla Showroom. Is that right?

Clerk: That's right. Have a good day, sir

Customer: Thank you very much.

It´s About Time
Directions
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino) MAP A

DIALOGUE #8

Clerk: May I help you, ma´am?

Customer: Yes, can you tell me where the nearest ladies´ room is?

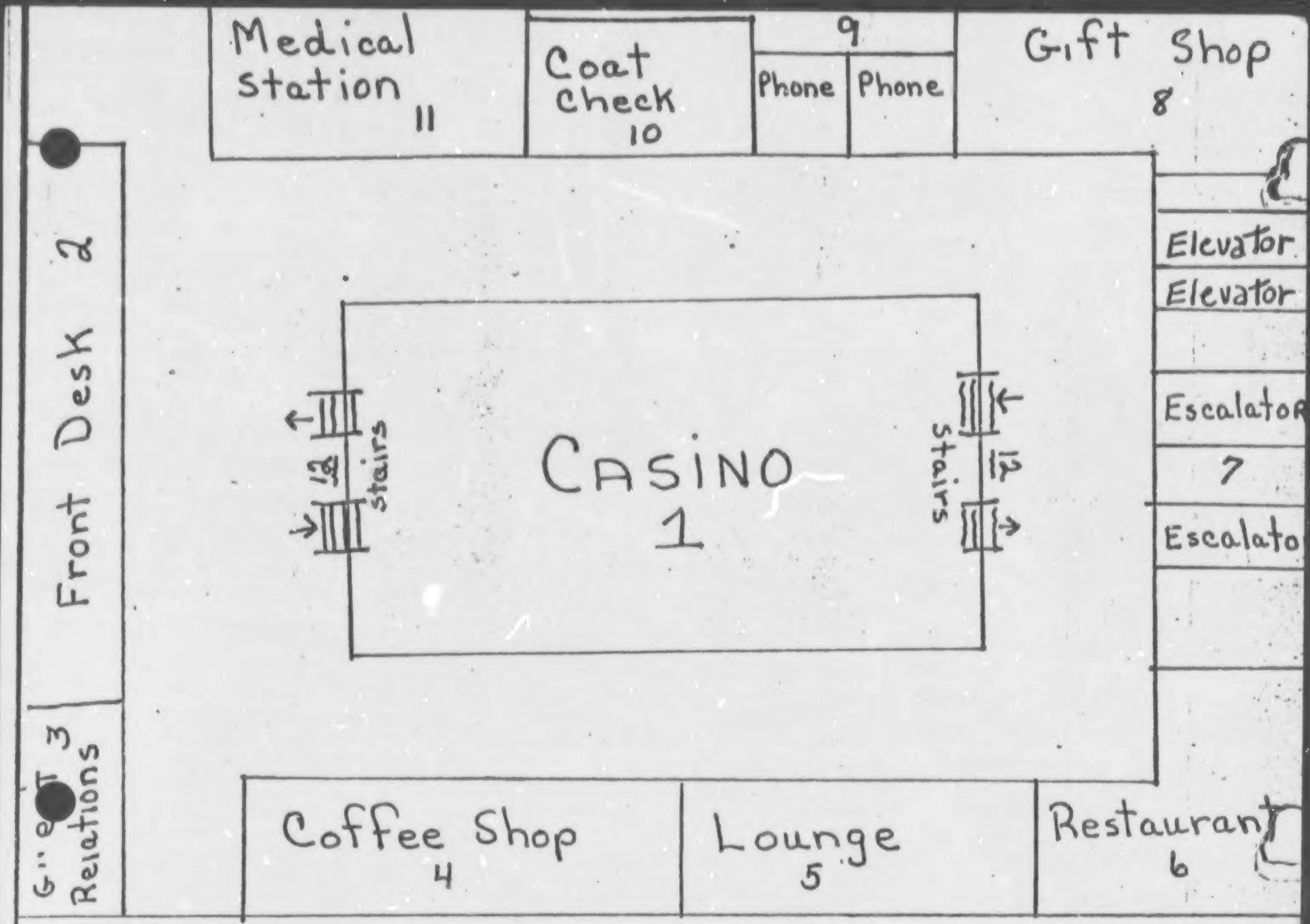
Clerk: Yes. There is one at the end of the hall next to the coffee shop.

Customer: Thank you. Do you know what time the men´s clothing store opens?

Clerk: It opens in 15 minutes at 10:00. I´m sorry you have to wait.

Customer: That´s OK. Thank you for your help.

Clerk: It´s my pleasure.


Medical station 11
Coat check 10
9
Phone
Phone
Gift Shop 8
Elevator
Elevator
Escalator
7
Escalator
Front Desk 2
stairs 12
CASINO 1
stairs 12
Guest 3 Relations
Coffee Shop 4
Lounge 5
Restaurant 6

MAP C
Casino Hotel
Main Floor

1. Casino
2. Front Desk
3. Guest Relations
4. Coffee Shop
5. Lounge
6. Restaurant
7. Escalator
8. Gift Shop
9. Telephones
10. Coat Check
11. Medical Station
12. Stairs

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It's About Time
Directions
Dialogue: Information Desk Clerk and Customer
Subject: Directions MAP C

DIALOGUE #9

Customer: Excuse me miss, can you tell me where the doctor is?

Clerk: Are you ill?

Customer: I do not feel very well.

Clerk: We have a medical station in the hotel. There is always a registered nurse there.

Customer: I don't want a nurse. I prefer a doctor.

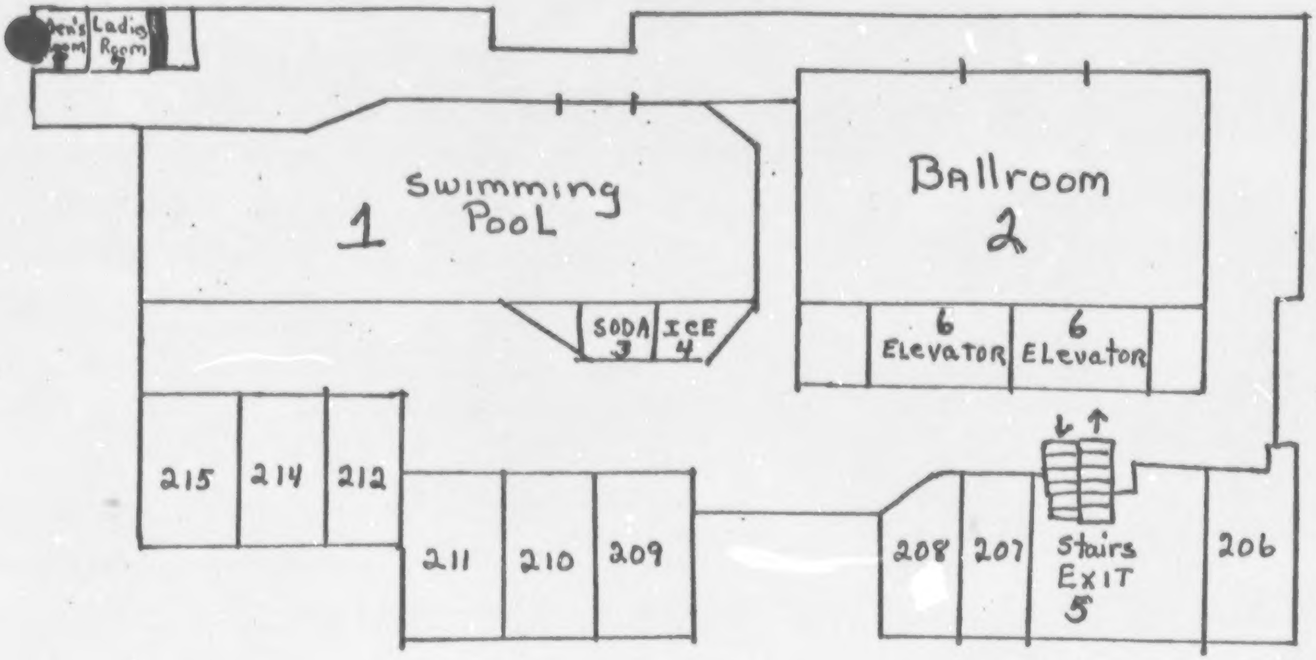
Clerk: The nurse at the medical station can call a doctor if it is necessary. Shall I direct you to the medical station?

Customer: Yes, please do.

Clerk: You take the elevator to the fourth floor. When you get out of the elevator, the medical station is down the hall on the right side. I hope you feel better.

Customer: Thank you.

MAP B
Casino Hotel
2nd Floor


Men's Room 8
Ladies Room 7
Swimming Pool
1
Ballroom
2
SODA 3
ICE 4
6 Elevator
6 Elevator
215
214
212
211
210
209
208
207
Stairs EXIT 5
206

1. Swimming Pool
2. Ballroom
3. Soda Machine
4. Ice Machine
5. Stairs
6. Elevator
7. Ladies Room
8. Men's Room

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It's About Time
Directions
Dialogue: Room Attendant and Patron
Subject: Directions (map B)

DIALOGUE #10

(Coming out of room 215)

Customer: Good morning, miss. Can you tell me where the stairs are? I want to walk down to the lobby.

Attendant: Certainly, the stairs are located right across from the elevator on each floor.

Customer: Thank you. We are here for a few days. Where can we get soda and ice?

Attendant: The soda machine is down the hallway on the left side. The ice machine is right next to the soda machine.

Customer: Is there a public telephone nearby?

Attendant: There is a public telephone in the lobby.

Customer: Does this hotel have an escalator?

Attendant: Yes, there are several escalators in the hotel. They are next to the stairs.

It's About Time
Directions
Dialogue: Room Attendant and Patron
Subject: Directions (map B)

DIALOGUE #11

(Coming out of room 206)

Customer: Good morning, miss. You can make-up my room. I am leaving now. Please tell me where the swimming pool is.

Attendant: Go straight down the corridor. As soon as you come to the soda machine, look on your right. The swimming pool is right there.

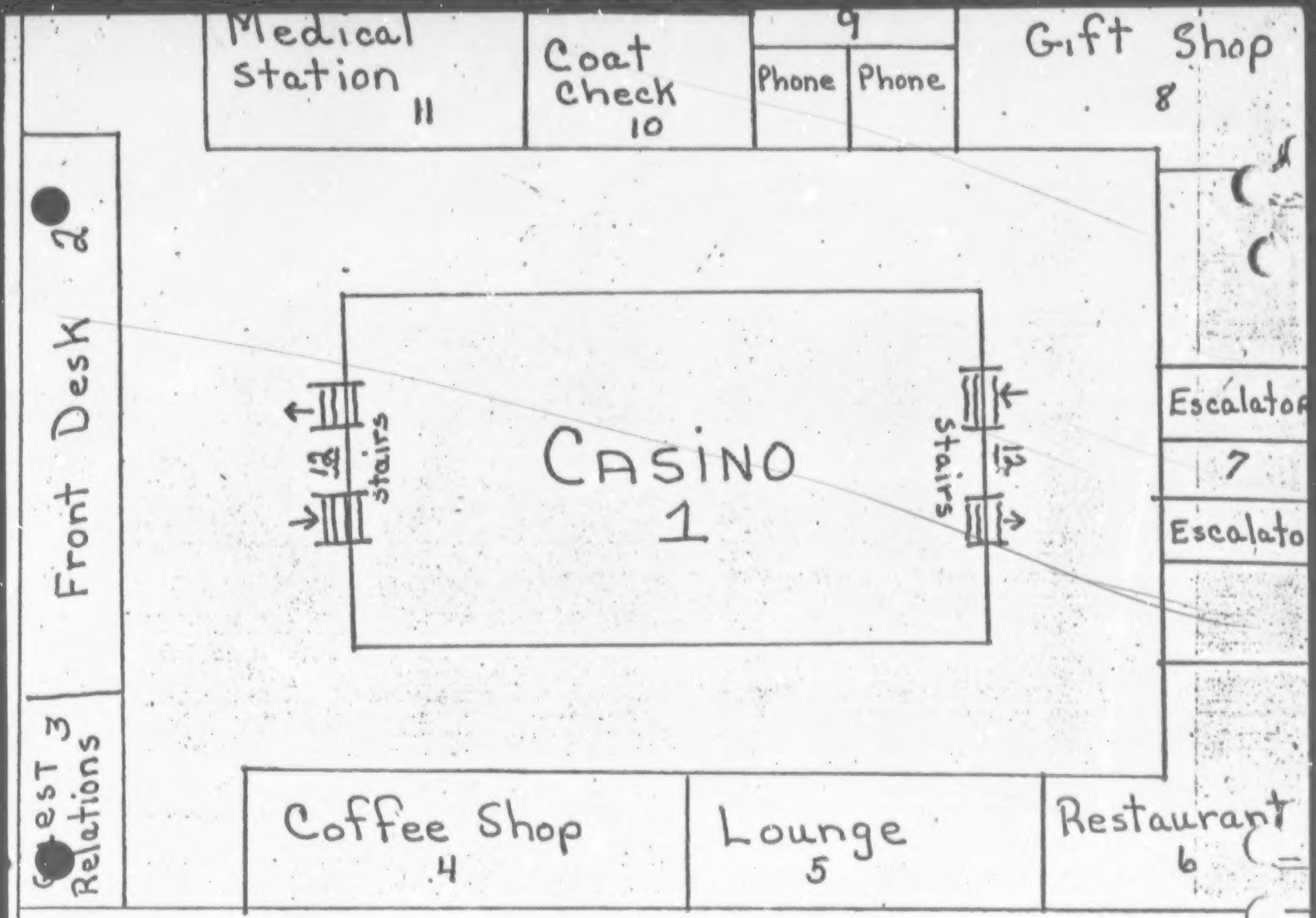
Customer: Thank you. Are there restrooms near the pool?

Attendant: The restrooms are across from the swimming pool.

Customer: Where is the entrance to the ballroom?

Attendant: Go straight down this hall and make a left. The entrance to the ballroom is right there.

Customer: Thank you very much.


Medical station 11
Coat Check 10
9
Phone
Phone
Gift Shop 8
Front Desk 2
Guest 3 Relations
CASINO 1
Stairs 12
Stairs 12
Escalator
7
Escalator
Coffee Shop 4
Lounge 5
Restaurant 6

MAP C
Casino Hotel
Main Floor

1. Casino
2. Front Desk
3. Guest Relations
4. Coffee Shop
5. Lounge
6. Restaurant
7. Escalator
8. Gift Shop
9. Telephones
10. Coat Check
11. Medical Station
12. Stairs

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It's About Time
Directions
Dialogue: Room Attendant and Patrón
Subject: Directions (map C)

DIALOGUE #12

Patron: Pardon me, can you tell me where a few places are? I'd like to know where the manager's office is.

Attendant: We don't have a manager's office. Instead we have Guest Relations. The people there will help you with any problem you have.

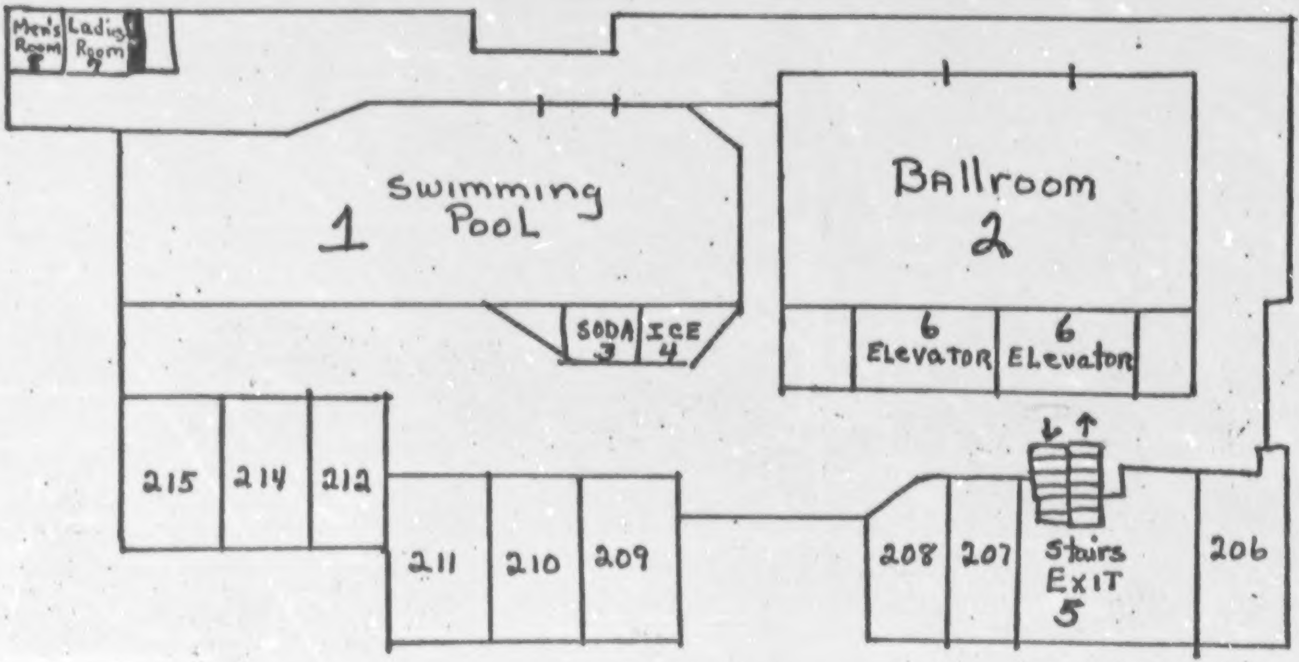
Patron: Can you tell me how to get there?

Attendant: Take the elevator to the first floor and go to the front desk. You will see a sign that says "Guest Relations".

Patron: Thanks. I'd like to get some lunch. Where can I get a sandwich?

Attendant: On the first floor,- directly opposite the casino, there is a coffee shop and a restaurant. The restaurant is right next to the escalator.

Casino Hotel
2nd Floor


Men's Room 8
Ladies Room 7
Swimming Pool
1
Ballroom
2
SODA 3
ICE 4
6 ELEVATOR
6 ELEVATOR
215
214
212
211
210
209
208
207
Stairs EXIT 5
206

1. Swimming Pool
2. Ballroom
3. Soda Machine
4. Ice Machine
5. Stairs
6. Elevator
7. Ladies Room
8. Men's Room

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It´s About Time
Directions

Exercise/Following Directions
(Map B - Casino Hotel 2nd floor)

Directions: Use Map B to follow the directions given. Answer questions below.

1. Ms. Aguilar stands in front of the elevator (#6 on map). She turns right. She turns right again just before the ice machine (#4 on map). She walks straight, between the swimming pool and the Ballroom. Then she turns left. She walks straight, then turns right into the first room on her right where is Ms. Aguilar?

2. What is directly across from Room 210?

3. Dr. Johnson is standing ourside of Room 211. He turns right. When he passes the ice machine, he truns left. He works straight, then turns right and enters a door on his right. Where is Dr. Johnson?

4. Look at the top of this map. Which room is farthest to the left?

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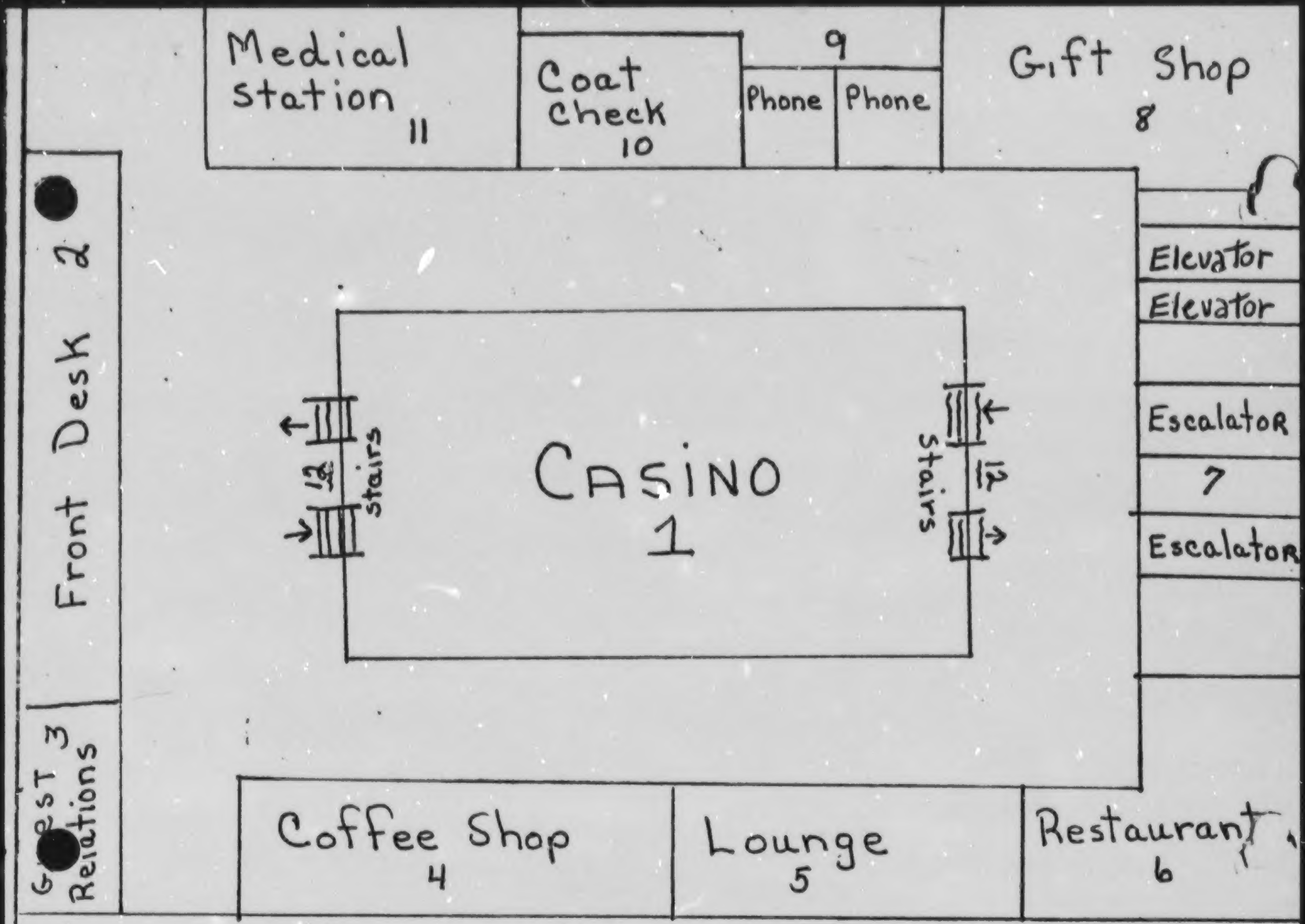
It's About Time
Directions

Answer Key
Exercise/Following Directions
(Map B - Casino Hotel 2nd floor)

1. Ms. Aguilar is in the Ladies' Room.(#7 on map)
2. The soda machine
3. Dr. Johnson is in the Ballroom. (#2 on map)
4. The Mem's Room (#8 on map)


Medical station 11
Coat Check 10
9
Phone
Phone
Gift Shop 8
Front Desk 2
Guest 3 Relations
Elevator
Elevator
Escalator
7
Escalator
CASINO 1
Stairs 12
Stairs 12
Coffee Shop 4
Lounge 5
Restaurant 6

MAP C
Casino Hotel
Main Floor

1. Casino
2. Front Desk
3. Guest Relations
4. Coffee Shop
5. Lounge
6. Restaurant
7. Escalator
8. Gift Shop
9. Telephones
10. Coat Check
11. Medical Station
12. Stairs

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It's About Time
Directions

Exercises/Giving Directions
Inside Casino (Use Map C)

1. Marga is standing at the boardwalk entrance (#2 on map). How does she get to the telephones (#18 on map)?

2. Jose gets off the escalator (#9 on map). How does he get to the tobacco store (#17 on map)?

3. Bill is in front of the coffee shop (#10 on map). Tell him how to find the game room (#12A on map).

4. Geraldo comes in the main entrance on Troy Avenue. How does he get to the information desk (#7 on map)?

5. Rita is in front of the Ladies' Room (#4 on map). Tell her how to get to the main entrance on Troy Avenue.

6. Direct Susan from the elevator (#8 on map) to the Galla Showroom (#1 on map).

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Answer Key
Exercise/Giving Directions
Inside Casino (Use Map C)

1. Turn right, then, turn left after you pass the Ladies´ Room. Walk straight, until you can trun left. You will see the telephones across from the gift shop (#11 on map).

2. Walk down the aisle that separates the ice cream shop (#16 on map) and the men´s clothing store (#13 on map). When you get to the main hall, turn left. After you pass the gift shop (#5 on map), turn right. Then, walk straight to the tobacco store (#17 on map).

3. Go to the main hall and turn right. Walk as far as you can, then turn right again. Walk through the casino entrance (#12 on map). Keep walking straight, and you will find the game room.

4. Walk down the main hall, and after you pass the gift shop (#5 on map), turn right. When you see the Tobacco Store in front of you, turn left. The Information Desk will be to your left.

5. Turn right, and walk towards the casino entrance (#12 on map). Then, turn left and walk until you can turn left again. You will be in the main hall. Walk to the end of the main hall, which is the main entrance.

6. Turn left. Pass the ice cream shop, then walk straight to the main hall. Turn left, and walk down the main hall. You will see the Galla Showroom near the end of the hall, to your right.

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Casino Jobs - Housekeeping
Room Attendant

Exercise/Giving Directions

Directions: Use Map C to answer the following questions.

1. When you stand at the escalator, what is the shortest route to the medical station?

2. When there is a problem, where does a room attendant go to reprot it?

3. How so you get from the coat check room to the restaurant?

4. When you stand at the coffee shop, what is the shortest route to the telephones?

Casino Jobs - Housekeeping
Room Attendant

Answer Key Exercise/Giving Directions
Using Map C

1. Make a right turn to the gift shop.
   Walk down the hall.
   The medical station is the last door on the right.

2. Guest Relations

3. Walk straight toward the gift shop.
   Turn right.
   Go straight to the end of the hall to the restaurant.

4. Walk straight past the front disk.
   Make a right turn.
   The telephones are on the left side.

It's About Time
Following and Giving Directions
Exercise/Reading a School Notice

Parent Conferences

Notice:

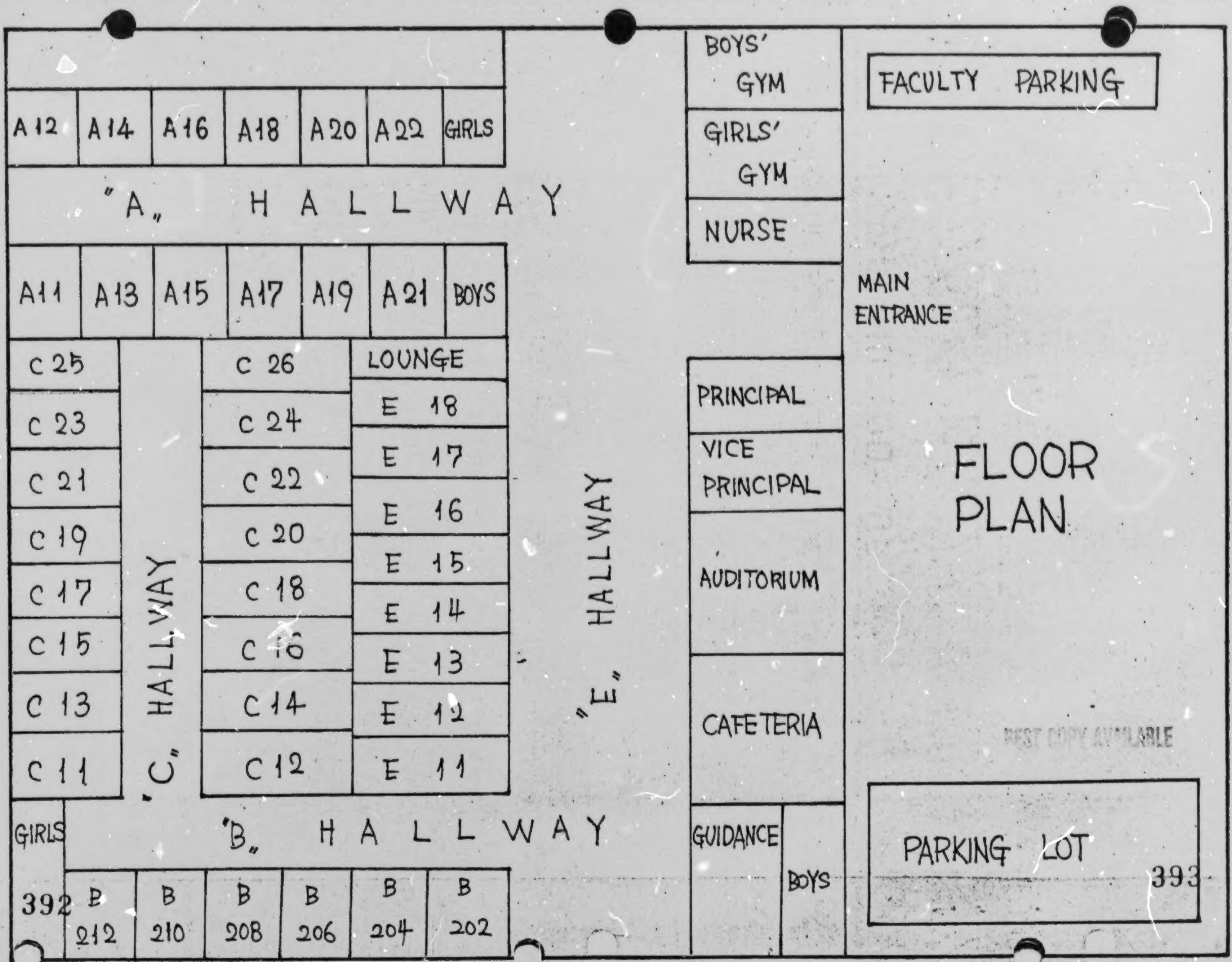
Parent Conference at Central Junior High School are scheduled for grade 7 on Friday, April 17, 1984, at 7:30. A copy of your child's schedule and a map of the school are enclosed for your convenience. Please try to be present. If you cannot attend, please call the office at 348-5555 to schedule an appointment with the teachers.

STUDENT SCHEDULE

NAME: Maria Rodriguez

GRADE: 7

TEACHER	Robert Johnson	Room B 206
TEACHER	Angelina Sterne	Room C 13
TEACHER	Michael Rose	Room A 20
TEACHER	Anna Marvilla	Room E 17
TEACHER	Emily Tucker	Room A 22


A 12
A 14
A 16
A 18
A 20
A 22
GIRLS
"A" HALLWAY
A 11
A 13
A 15
A 17
A 19
A 21
BOYS
C 25
C 23
C 21
C 19
C 17
C 15
C 13
C 11
"C" HALLWAY
C 26
C 24
C 22
C 20
C 18
C 16
C 14
C 12
LOUNGE
E 18
E 17
E 16
E 15
E 14
E 13
E 12
E 11
"E" HALLWAY
GIRLS
"B" HALLWAY
B 212
B 210
B 208
B 206
B 204
B 202
BOYS' GYM
GIRLS' GYM
NURSE
PRINCIPAL
VICE PRINCIPAL
AUDITORIUM
CAFETERIA
GUIDANCE
BOYS
FACULTY PARKING
MAIN ENTRANCE
FLOOR PLAN
PARKING LOT

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It´s About Time
Directions

Questions/Parent Conferences

1. What is happening on April 17, 1984?

2. For what grade are the conferences?

3. What can a parent do if he or she cannot go to the conference?

4. Which classroom does Mrs. Rodiguez visit across the hallway from the principal´s office?

5. In which hallway is the auditorium?

6. Which teacher has class in Room A 2??

7. In which classroom is Angelina Sterne?

8. How many teachers does Maria Rodriguez have?

9. What is the telephone number of the school´s office?

10. How many classrooms does Mrs. Rodriguez visit in A hallway?

11. Who is the teacher Mrs. Rodriguez visits first?

12. Whose office is next to the girl's gym?

It's About Time
Following and Giving Directions
Answer Key-Exercise/Reading a School Notice

1. Parent Conferences
2. 7
3. Call the office to schedule an appointment with the teachers.
4. Room E 17
5. E Hallway
6. Emily Tucker
7. Room C-13
8. 5
9. 348-5555
10. 2 - A-20 and A-22
11. Robert Johnson
12. the nurse's office

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Exercises/Giving Directions

Directions: Use the student schedule and school map to answer the questions below.

1. Direct Mrs. Rodriguez from the main entrance to room B206.

2. How does Mrs. Rodriguez get from room B206 to room C13?

3. Tell Mrs. Rodriguez how to get from room C13 to the next room she visits.

4. Direct Mrs. Rodriguez from room A20 to Ms. Marrilla's classroom.

5. Tell Mrs. Rodriguez how to get from room E17 to the last class she will visit.

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Exercise/Giving Directions
(Using school map and student schedule)

1. Walk straight to "E" hallway then turn right. Turn right at "B" hallway. Room B206 is the third room to your left.

2. Turn left when you leave room B206, and walk straight to "C" hallway. Turn right at "C" hallway. Room C13 is the second room to your left.

3. When you leave room C13, turn right. Turn left when you reach "B" hallway. Walk straight then turn left to "E" hallway. Walk down "E" hallway and turn left to "A" hallway. The third room to your right is room A20.

4. When you leave room A20, turn left and walk to "E" hallway. Then turn right on "E" hallway. Room E17 is to your right, across from the Vice Principal´s Office.

5. Make a left turn when you leave room E17. Walk to "A" hallway, where you turn left. Room A22 is to your right, next to the Girls´ Room.

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Exercise/Following Directions

Directions: Use the school map to follow the directions below.

Exercise 1

Mrs. Jones walks in the main entrance.
She makes a left turn and walks down "E" hallway.
Then she makes a right turn and walks down "B" hallway.
She goes into the second door on the left.
Where is she?

Exercise 2

Mrs. Jones is in Room C17.
She walks into the "C" hallway.
She turns right and walks down to "B" hallway.
After she walks to the end of "B" hallway, she turns left.
She turns right into the room next to the cafeteria.
Where is she?

Exercise 3

Mrs. Jones is in the lounge.
She walks out of the lounge, turns right, and walks down "E" hallway.
She turns right, and enters the last classroom on her left.
Where is she?

Exercise 4

Mrs. Jones is in Room A12.
She turns left, and walks down "A" hallway.
She turns right into the last room in "A" hallway.
Where is she?

Exercise 5

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Mrs. Jones leaves the cafeteria and turns right.
She works up "E" hallway.
When she passes the Principal's Office, she turns right.
Where is she?

Answer Key
Exercise/Following Directions
(Using School Map)

Exercise 1

Mrs. Jones is in Room B204.

Exercise 2

Mrs. Jones is in the auditorium.

Exercise 3

Mrs. Jones is in Room B212.

Exercise 4

Mrs. Jones is in the Girls' Room.

Exercise 5

Mrs. Jones is at the main entrance.

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It's About Time
Following Directions
Exercise/Following Directions

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1 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
2 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
3 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
5 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
6 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
7 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
8 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
9 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
10 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
11 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
12 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

It's About Time
Directions

Exercise/Following Directions
(Use "Following Directions Using Boxes"

Directions: Use the page called Following Directions Using Boxes. Use the directions below and fill in the boxes.

1. Go to the third row. Put an "X" in the third box.

2. Go to the first row. Put a line under the eighth box.

3. Go to the box you did in question #2. FInd the box to the right of it. Put a line over this box.

4. Go to the second row. Put a circle around the sixth box.

5. Go to the third row. Put a line through the eighth box.

6. Go to the fifth row. Put an "X" in the fifth box.

7. Go to the sixth row. Fill in the third box.

8. Go to the seventh row. Put a check ( ) in the fourth box.

9. Go to the fourth row. Put an "H" in the sixth box.

10. Go to the row under that "H" in question 9. Put an "E" in the box directly under that "H".

11. Go to the sixth row. Put an "L" in the box under the "E".

12. Go to the seventh row. Put another "L" directly under the "L" in the sixth row.

13. Go to the row under the second "L". Write an "O" in the box under that second "L".

14. Go to the ninth row. Write the name "ANNE SMITH" in the boxes. Skip a space between the first and last names.

15. Go to the row under "ANNE SMITH". Write "BAY STREET" in the boxes. Leave a blank box between the words.

16. Go to the eleventh row. Write "VENTNOR NJ" in the boxes. Skip a space between the city and state.

17. Go to the row below "VENTNOR NJ". Write the numbers "08406" in the first five boxes.

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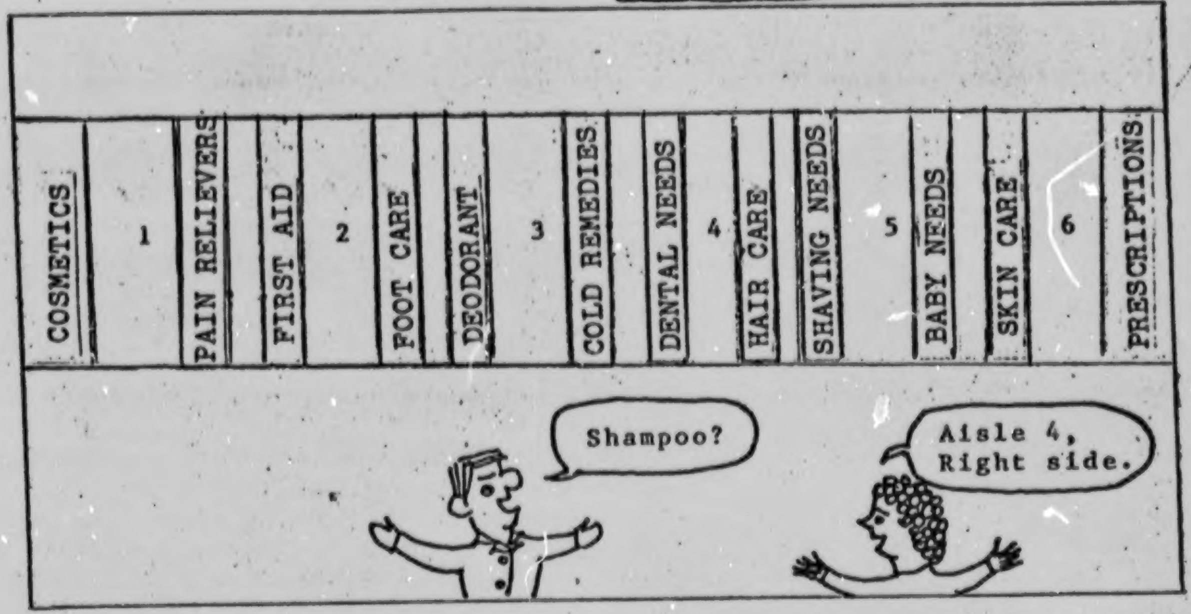
It's About Time
Following Directions
Exercise/Following Directions

1	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	H	☐	☐	☐	☐
5	☐	☐	☐	☐	☒	E	☐	☐	☐	☐
6	☐	■	☐	☐	☐	L	☐	☐	☐	☐
7	☐	☐	☐	☑	☐	L	☐	☐	☐	☐
8	☐	☐	☐	☐	☐	O	☐	☐	☐	☐
9	A	N	N	E	☐	S	M	I	T	H
10	B	A	Y	☐	S	T	R	E	E	T
11	V	E	N	T	N	O	R	☐	N	J
12	0	8	4	0	6	☐	☐	☐	☐	☐

It's About Time
Following Directions
Exercise/Locating Items In a Drugstore


COSMETICS
1
PAIN RELIEVERS
FIRST AID
2
FOOT CARE
DEODORANT
3
COLD REMEDIES
DENTAL NEEDS
4
HAIR CARE
SHAVING NEEDS
5
BABY NEEDS
SKIN CARE
6
PRESCRIPTIONS
Shampoo?
Aisle 4,
Right side.

Directions: Tell customers where to find the following items. Fill in the chart below.

ITEM REQUESTED	AISLE	SIDE
baby oil	5	right
1. razor blades		
2. band aids		
3. cold tablets		
4. diapers		
5. deoderant		
6. lipstick		
7. hand cream		
8. shaving cream		
9. toothpaste		
10. prescription for cough medicine		
11. tooth brush		
12. sun tan lotion		

It's About Time
Following and Giving Directions
Answer Key/Locating Items In a Drugstore

	Aisle	Side
1.	5	left
2.	2	left
3.	3	right
4.	5	right
5.	3	left
6.	1	left
7.	6	left
8.	5	left
9.	4	left
10.	6	right
11.	4	left
12.	6	left

It's About Time
Following and Giving Directions
Exercise/Reading a Sales Tax Chart

Vocabulary

- sales tax
- amount of sale
- tax to be collected
- price range
- 9¢
- $.10
- ring
- book
- perfume
- six pack of beer

It's About Time
Following and Giving Directions
Exercise/Reading a Sales Tax Chart

7% SALES AND USE TAX COLLECTION CHART 7%

Amount of Sale	Tax to be Collected	Amount of Sale	Tax to be Collected
$0.01 to $0.10	None	$5.08 to $5.21	$.36
.11 to .20	1	5.22 to 5.35	.37
.21 to .33	2	5.36 to 5.49	.38
.34 to .47	3	5.50 to 5.64	.39
.48 to .62	4	5.65 to 5.78	.40
.63 to .76	5	5.79 to 5.92	.41
.77 to .91	6	5.93 to 6.07	.42
.92 to 1.07	7	6.08 to 6.21	.43
1.08 to 1.21	8	6.22 to 6.35	.44
1.22 to 1.35	9	6.36 to 6.49	.45
1.36 to 1.49	$.10	6.50 to 6.64	.46
1.50 to 1.64	.11	6.65 to 6.78	.47
1.65 to 1.78	.12	6.79 to 6.92	.48
1.79 to 1.92	.13	6.93 to 7.07	.49
1.93 to 2.07	.14	7.08 to 7.21	.50
2.08 to 2.21	.15	7.22 to 7.35	.51
2.22 to 2.35	.16	7.36 to 7.49	.52
2.36 to 2.49	.17	7.50 to 7.64	.53
2.50 to 2.64	.18	7.65 to 7.78	.54
2.65 to 2.78	.19	7.79 to 7.92	.55
2.79 to 2.92	.20	7.93 to 8.07	.56
2.93 to 3.07	.21	8.08 to 8.21	.57
3.08 to 3.21	.22	8.22 to 8.35	.58
3.22 to 3.35	.23	8.36 to 8.49	.59
3.36 to 3.49	.24	8.50 to 8.64	.60
3.50 to 3.64	.25	8.65 to 8.78	.61
3.65 to 3.78	.26	8.79 to 8.92	.62
3.79 to 3.92	.27	8.93 to 9.07	.63
3.93 to 4.07	.28	9.08 to 9.21	.64
4.08 to 4.21	.29	9.22 to 9.35	.65
4.22 to 4.35	.30	9.36 to 9.49	.66
4.36 to 4.49	.31	9.50 to 9.64	.67
4.50 to 4.64	.32	9.65 to 9.78	.68
4.65 to 4.78	.33	9.79 to 9.92	.69
4.79 to 4.92	.34	9.93 to 10.00	.70
4.93 to 5.07	.35		

On sales over $10.00, compute the tax by multiplying the amount of sale by the applicable tax rate and rounding the result to the nearest whole cent.

It's About Time
Following and Giving Directions
Exercise/Reading a Sales Tax Chart

A. Use the Sales Tax Chart to find the correct sales range for each pr
below.

1. $3.55
2. $7.10
3. $5.60
4. $9.50
5. $2.00
6. $.75
7. $8.25
8. $9.00
9. $5.75
10. $9.95

B. Use the Sales Tax Chart to find the correct tax on each.

1. $4.50
2. $6.50
3. $2.65
4. $1.08
5. $5.21
6. $8.07
7. $9.92
8. $9.90
9. $9.95
10. $5.05
11. $2.10
12. $1.15
13. $4.59
14. $2.70

C. USE THE SALES TAX CHART TO FIND THE CORRECT TAX ON EACH ITEM.

1.	1 six-pack of beer	$ 2.75
2.	lipstick	$ 1.79
3.	deodorant	$ 2.50
4.	1 box of diapers	$ 6.98
5.	ring	$10.00
6.	shampoo	$ 2.90
7.	1 book	$ 7.95
8.	1 perfume	$ 9.99
9.	1 toothbrush	$ 1.98
10.	toothpaste	$ 1.75

It's About Time
Following and Giving Directions
Answer Key/Reading a Sales Tax Chart

A. 1. $3.50 - $3.64
2. $7.08 - $7.21
3. $5.50 - $5.64
4. $9.50 - $9.64
5. $1.93 - $2.07
6. $.63 - $.76
7. $8.22 - $8.35
8. $8.93 - $9.07
9. $5.65 - $5.78
10. $9.93 -$10.00

B. 1. $.32
2. $.46
3. $.19
4. 8
5. $.36
6. $.56
7. $.69
8. $.69
9. $.70
10. $.35
11. $.15
12. 8
13. $.32
14. $.19

C. 1. $.19
2. $.13
3. $.18
4. $.49
5. $.70
6. $.20
7. $.56
8. $.70
9. $.14
10. $.12

It's About Time
Following and Giving Directions
Math Exercise/Sales Tax

Sample:

Joe goes to the bookstore and buys a book for $6.98 and a calendar for $5.49. Sales tax is 6%. What is his bill?

$6.98	$12.47	$12.47	
+5.49	x .06	+ .75	
$12.47	.7482 = $.75 (tax)	$13.22	Total

---

1. Josette buys a case of soda for $5.65. Sales tax is 6% What does the soda cost?

2. Carmen buys some baseball equipment for his son. He buys a bat for $14.99, a glove for $10.95, and a ball for $2.75. Sales tax is 6%. What is the total cost?

3. Maria needs notebook paper costing $1.49 and pencils costing $.79. Sales tax is 6%. What does this cost her?

4. Juanita buys a pair of earrings for $35.00. Sales tax is 6%. How much do the earrings cost her?

It's About Time
Following and Giving Directions
Answer Key-Math Exercise/Sales Tax

1.	$5.99	$5.65 x .06 .3390 = $.34	$5.65 + .34 $5.99	
2.	$30.41	$14.99 10.95 + 2.75 $28.69	$28.69 x .06 1.7214	$28.69 1.72 $30.41
3.	$2.42	$1.49 + .79 $2.28	$2.28 x .06 .1368 = .14	$2.28 + .14 $2.42
4.	$37.10	$35 x.06 $2.10	$35 +2.10 $37.10	

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Jose
Friend, Maria
Subject: Shifts

DIALOGUE #1 - VOCABULARY

- shifts
- graveyard shift
- swing shift
- through

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Jose
Friend, Maria
Subject: Shifts

DIALOGUE #1

Maria: Jose, I want a job as a Blackjack Dealer.

Jose: That's good Maria. I can tell you all about it. What do you want to know?

Maria: Well, I have many questions. I know I can make good money. Tell me about your schedule. How many hours do you work?

Jose: There are three shifts and we work eight hours. We do get breaks, though.

Maria: What are the three different shifts?

Jose: The graveyard shift is from 12 to 8 A.M. The swing shift is from 4 to 12 P.M. and the day shift is from 8 to 4 P.M.

Maria: Which shift do you work?

Jose: I'm working the swing shift now but I started on the graveyard shift.

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Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Work Assignments

DIALOGUE #2

Juan: Hello, Maria.

Maria: Hi, Juan. Do you have your license to be a Blackjack Dealer yet?

Juan: Yes, I do. I started work last week.

Maria: How exciting! Juan, the casinos are so crowded and so big. How do you know where to go?

Juan: Everyday when I come to work, I check my schedule. It tells me which pit and which table to go to. Each pit has a letter and each table has a number on it.

Maria: What do you mean by pit?

Juan: A pit means a certain section of the casino floor.

Maria: Oh, how many tables are in a pit?

Juan: Usually between 10 and 12 tables to a pit. Today I work in Pit C, at table number 16.

Maria: Is that where you work everyday?

Juan: No, not always. Sometimes my table assignment changes and I don't know about it. I check my schedule everyday as soon as I get to work.

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Harrah's.

TABLE INVENTORY SLIP

1 - CLOSER

DATE	SHIFT D S	PIT NO.

GAME	TABLE	DENOM.	AMOUNT
CRAPS		$500	$
		100	
BLACK JACK		25	
		20	
ROULETTE		5	
		2.50	
BACCARAT		1	
BIG SIX		TOTAL	$

OUTGOING:

CASINO SUPERVISOR LIC. NO.

DEALER/BOXPERSON LIC. NO.

INCOMING:

CASINO SUPERVISOR LIC. NO.

DEALER/BOXPERSON

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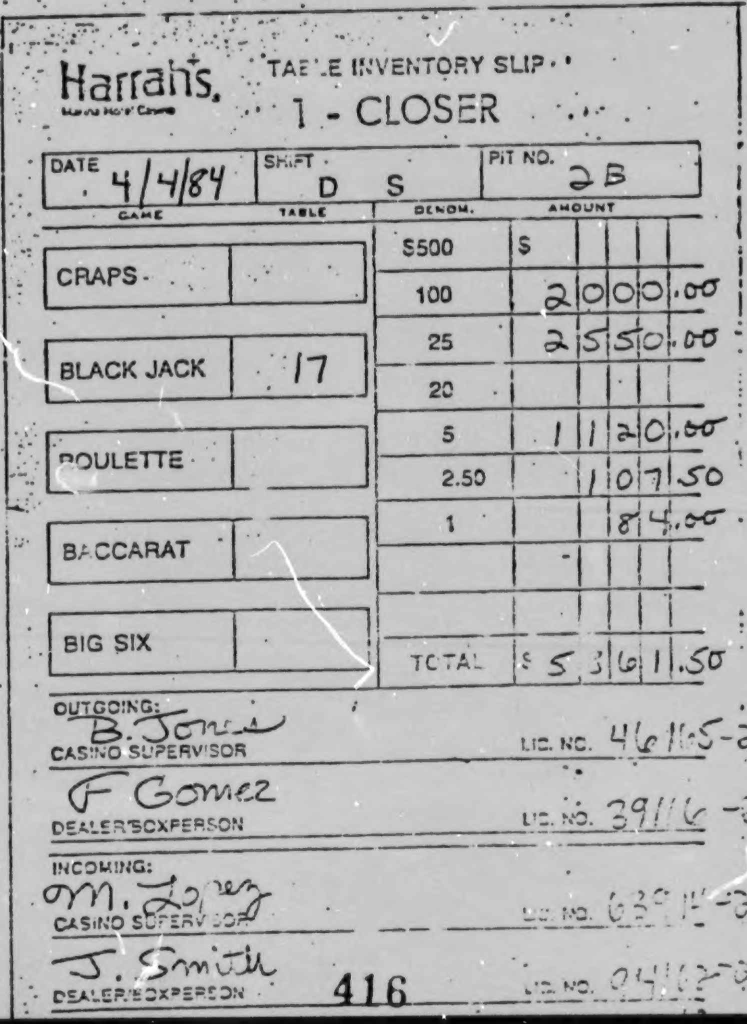
Casino Jobs - On-the-Floor
Blackjack Dealer
Exercise/Reading a Table Inventory Slip

VOCABULARY	
amount	checks
total	pit
denominations	outgoing
inventory	incoming
slip	Casino Supervisor
closer	Dealer/Boxperson
shift	license

ABBREVIATIONS

DENOM. = Denomination
LIC. = License
NO. = Number
D = Day (Time)
S = Swing (Shift)



Harrah's
TABLE INVENTORY SLIP
1 - CLOSER

DATE 4/4/84	SHIFT D S	PIT NO. 2B	
GAME	**TABLE**	**DENOM.**	**AMOUNT**
CRAPS		$500	$
		100	2000.00
BLACK JACK	17	25	2550.00
		20	
ROULETTE		5	1120.00
		2.50	107.50
BACCARAT		1	84.00
BIG SIX			
		TOTAL	$ 5361.50

OUTGOING:
B. Jones
CASINO SUPERVISOR — LIC. NO. 46115-21
F Gomez
DEALER/BOXPERSON — LIC. NO. 39116-21

INCOMING:
M. Lopez
CASINO SUPERVISOR — LIC. NO. 63915-21
J. Smith
DEALER/BOXPERSON — LIC. NO. 04162-21

Casino Jobs- On-the-Floor
Blackjack Dealer
Exercise/Reading a Table Inventory Slip

Directions: Use the table inventory slip to answer these questions.

1. To which pit does this inventory slip belong?
2. For what game is this inventory slip made?
3. Who is F. Gomez?
4. How many $25 checks does this table have?
5. Joe gives the dealer $100. How many $5 checks does he get?
6. What is the total amount of money in this pit?
7. There is a dealer leaving the pit. What is the dealer's license number?
8. How many checks worth $2.50 each are there at this pit?
9. There is a supervisor leaving the pit. What is the name of the supervisor?
10. There is a dealer coming into the pit. What is the number of the dealer?
11. What is M. Lopez's position?
12. Do the people on this slip work at night or during the day?
13. What is the name of the shift?
14. What is the meaning of the word. inventory?
15. In what month is this slip used?
16. What is the number of the Blackjack table?
17. On this inventory slip, how much money is the smallest check worth?
18. How much money in $100 checks is on the inventory slip?

Note: checks = the casino word for chips(round plastic discs used for betting in the casino)

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Casino Jobs - On-The-Floor
Blackjack Dealer
Table Inventory Slip

Answer Key

1. Pit 2B
2. Blackjack
3. Dealer/Boxperson
4. 102 chips
5. 20 chips
6. $5861.50
7. 39116-21
8. 43
9. B. Jones
10. 94162-21
11. Incoming Supervisor
12. During the day
13. Swing
14. To make a list of things (items)
15. April
16. 17
17. $1.00
18. $2000.00

Functional Vocabulary
(Blackjack Schedule)

Schedule
shift
days
date
December
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
pit
area
off
vacation
noon
a.m.
p.m.
week
weekend
table
report (verb)
(abbreviations for days of the week)

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SCHEDULE/BLACKJACK DEALERS

Shift: Days

Rotate "6"
Box

NAME	WED.	THURS.	FRI.	SAT.	SUN.	MON.	TUES.
DATE: Dec.	14	15	16	17	18	19	20
1. FUNG. CHU	OFF	OFF	A^{12}	23^{12}	A^{12}	B^{10}	B^{10}
2. JUHASZ, MIGUEL	B$^{9:30}$	OFF	OFF	A^{12}	C^{12}	C$^{1:30}$	15^{11}
3. VENDRELL, NINA	C^{11}	B$^{9:30}$	OFF	OFF	D^{2}	A^{12}	A^{12}
4. JONES. ANDY	C^{12}	15^{11}	B^{10}	OFF	OFF	B$^{1:30}$	A^{12}
5. LIN. WEI	A^{12}	C^{12}	15^{11}	A^{12}	B^{10}	OFF	OFF
6. PALMA. LIZ	A^{12}	C^{12}	23^{12}	A^{12}	B^{10}	OFF	OFF
7. CHIN. ANITA	OFF	OFF	—	—	—	—	—
8. WHITMAN, SANDY	A^{12}	C^{12}	B^{11}	OFF	OFF	A^{12}	B^{10}
9. STERNE, LARRY	6^{12}	OFF	OFF	B^{10}	B^{10}	B^{10}	C$^{1:30}$
0. GARCIA, MARI	A^{12}	23^{12}	A^{12}	B^{11}	B^{10}	OFF	OFF

BLACKJACK SCHEDULE KEY

B1:30	report to pit B at 1:30
A12	report to pit A at 12:00
-- -- --	vacation
OFF	day off
2312	Table 23 at 12:00

Questions -- Blackjack Schedule

1. At what time does Wei Lin come to work on Thursday, December 15?

2. Which two people have the weekend off on this schedule?

3. To which area does Nina Vendrell report on Sunday?

4. At which table does Mari Garcia report at noon on Thursday?

5. Name the days that Miguel Juhasz does not work this week.

6. Who is on vacation this week?

7. What two days does Liz Palma have off?

8. At what time does Larry Sterne report to area C on Tuesday?

Answer Key -- Blackjack Schedule

1. 12:00 (or noon)
2. Andy Jones and Sandy Whitman
3. D
4. 23
5. Thursday and Friday
6. Anita Chin
7. Monday and Tuesday
8. 1:30 p.m.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Jose
Friend, Maria
Subject: Benefits, Calling in Sick

DIALOGUE #3 - VOCABULARY

floorperson
scheduling
medical insurance
benefits
visit
expensive

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Jose
Friend, Maria
Subject: Benefits, Calling in Sick

DIALOGUE #3

Maria: Hi, Jose, why aren't you at work?

Jose: I'm on my way to the doctor. I'm sick today.

Maria: That's too bad. Who do you call at work when you're sick?

Jose: I call the floorperson. He's in charge of scheduling.

Maria: Do you have medical insurance?

Jose: Yes, the benefits are very good. They pay for my doctor's visit.

Maria: That's good. Doctors are very expensive. Well, I hope you feel better soon.

Jose: Thanks Maria. I'll see you tomorrow.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Angelina
Supervisor, Mr. Thompson
Subject: Reporting to Work

DIALOGUE #4

Mr. Thompson: Good morning, Angelina. How are you today?

Angelina: Fine, thank you, Mr. Thompson.

Mr. Thompson: Do you have any questions about the rule book?

Angelina: Yes, I do. What should I do when I get sick and can't come to work?

Mr. Thompson: Call in at least two hours before you are supposed to work. This is important. When we know you can not come in, we can get someone to take your place for the day. Don't call in sick too many times; you can lose your job!

Angelina: Sometimes I need certain days off to help with babysitting. Is that possible?

Mr. Thompson: We try to work around problems like that; but don't count on it.

Angelina: What should I do when my car breaks down on the way to work?

Mr. Thompson: Get to a phone and call in as soon as possible. It is polite to let us know when you will be late. Then we have time to get someone to cover you.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Margarita
Supervisor, Mr. Anderson
Subject: Procedures

DIALOGUE #5

Mr. Anderson:	Margarita, you begin working next week. Do you remember how to enter the game?
Margarita:	Yes, sir. I touch the other dealer on the outside shoulder and say,"I'm ready to push in."
Mr. Anderson:	That's right.
Margarita:	Also, I enter the game so the dealer leaving goes out towards the pit stand.
Mr. Anderson:	What happens when a player gives you money?
Margarita:	I never take money from a player's hands. The player must put the money on the table.
Mr. Anderson:	Very good, Margarita. If you have any problems, please let me know. (Handing her two papers.) Here is a list of terms I want you to learn. They are very important.
Margarita:	Yes, sir. I am going to study them this week.
Mr. Anderson:	Very well, then. Good luck. See you next week.
Margarita:	See you next week. Thank you, Mr. Anderson.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjeck Dealer and Friend
Subject: Games in the Casino

DIALOGUE #6

(Blackjack Dealer walking into the casino with her friend)

Dealer: I'm happy you can spend my day off with me. I like to show friends the casino.

Friend: Good. I never saw a casino before. Can you tell me about the games?

Dealer: Sure. Lock, this is Big Six. You put money down on a number. If you're lucky, the wheel stops on your number. Then you win. Let's watch this spin.

Friend: Well, no one won that time. Can we see some other games?

Dealer: OK (Continuing to walk through the casino.)

Friend: There are a lot of people standing at that table. What's happening there?

Dealer: That's the craps table. See that man with the dice? He's at the end of the table. When the bets are made he throws the dice.

Friend: This game looks difficult. Can you show me what you do at the Blackjack table?

Dealer: Of course. There are many Blackjack tables down at the other end of the room. We can walk past the slot machines on our way.

Friend: Do all the slots cost twenty-five cents?

Dealer: No, some are a dollar and some others only cost a nickel.

Friend: (At the Blackjack table) How much do the chips cost?

Dealer: Each color chip costs a different amount. See that sign on the table? $5.00 MINIMUM means you have to bet five dollars or more on each hand. If your cards add up to 21, you win. If the dealer gets 21, the dealer wins.

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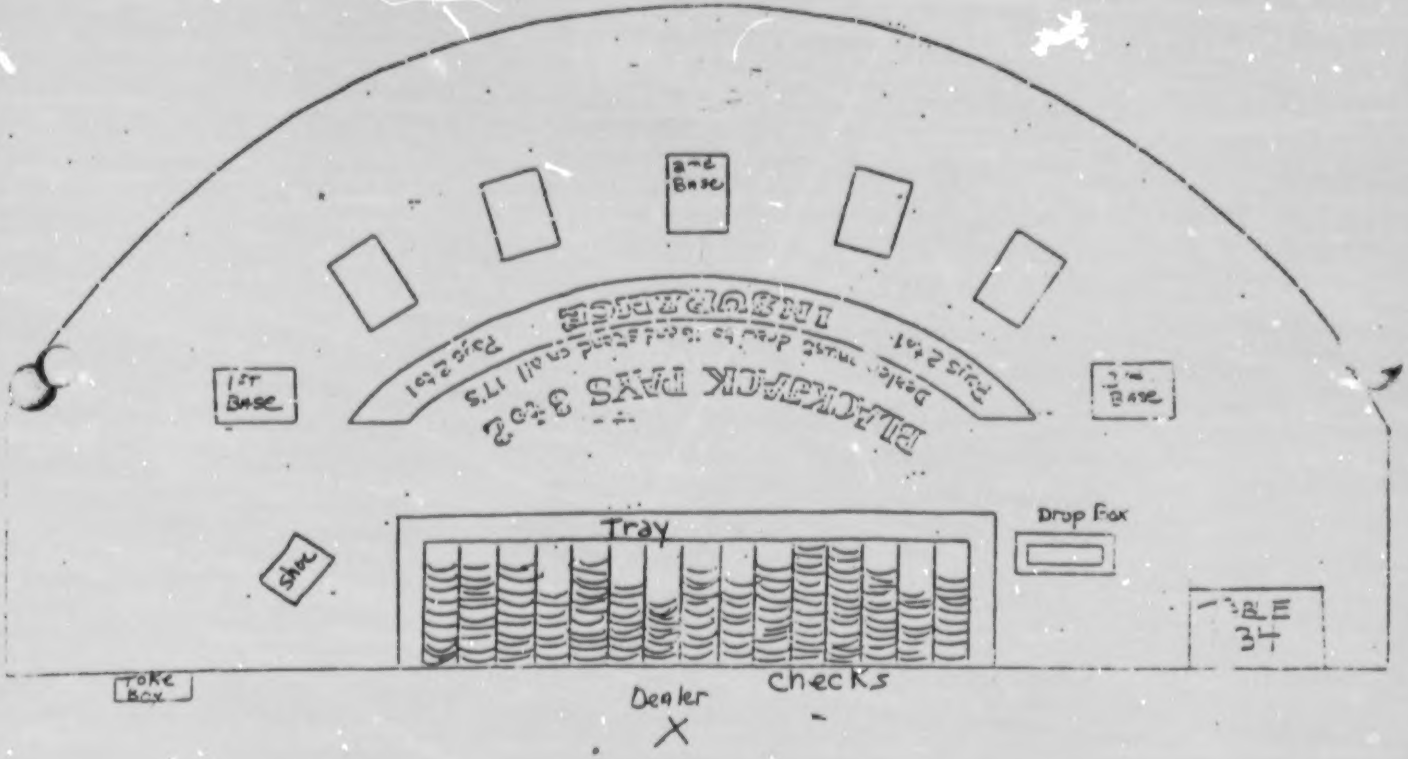
Friend: That's interesting. I want to see more but I'm hungry. Let's have some lunch.


2nd Base
1st Base
3rd Base
INSURANCE
Pays 2 to 1
Pays 2 to 1
Dealer must draw to 16 and stand on all 17's
BLACKJACK PAYS 3 to 2
Tray
Drop Box
Shoe
TABLE 34
Toke Box
checks
Dealer
X

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Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Layout Blackjack Table

DIALOGUE #7

Maria:	Juan, tell me about the Blackjack table. What's it look like?
Juan:	Here, let me show you (He draws a diagram of a Blackjack table). Well, the table looks like a half-circle. The dealer stands at the back of the table in the middle. He stands across from the players.
Maria:	Where do the players sit?
Juan:	There are three main areas where the players sit. There's first base, second base, and third base.
Maria:	Where's first base?
Juan:	It's all the way to the left of the dealer. Second base is directly opposite the dealer, and third base is all the way to the right of the dealer.
Maria:	Can any number of people play?
Juan:	No, there's only room for seven players.
Maria:	The box that holds the cards; what's it called?
Juan:	It's the shoe and it holds four decks of cards.
Maria:	Where do you put the money when someone gives it to you?
Juan:	I put it here in a drop box. I have a paddle to push it down the slot. Dealers aren't allowed to touch the players' money.
Maria:	Don't you get confused with all those different colored chips?
Juan:	No, it's not that hard to remember. Each chip is the same as a different amount of money.
Maria:	What do you call the thing in front of the dealer that holds the chips?

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Layout Blackjack Table

DIALOGUE #7 (Cont.)

Juan: It´s called a tray and it holds the bankroll. That´s the casino´s money.

Maria: You mean, all the chips?

Juan: Yeah, but in the casino, we don´t call them chips, we call them checks.

Maria: Don´t the checks get all mixed up?

Juan: No, because the tray has dividers in it. Every section of the tray holds a different colored check.

Maria: There sure is a lot to know.

Juan: After awhile, it´s easy.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Blackjack

DIALOGUE #8

Maria: I want to play Blackjack. Can you teach me how?

Juan: Sure, here's a deck of cards. I can show you how to play. First, I shuffle the cards. Here, I use only one deck but in the casino, the dealer uses four decks.

Maria: Why?

Juan: Because it's the law, to make it fair for all players.

Maria: What happens after you shuffle?

Juan: Now, I deal you a hand. Place your bet.

Maria: I've got 17. What do I do now?

Juan: You've got to stand or ask for a hit. A hit means another card.

Maria: I guess I want to stand.

Juan: That's a good decision, because after I take another card and turn mine over, I'm over 21 and you win.

Maria: Juan, can you show me more tomorrow?

Juan: Sure anytime. It's good practice for me.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Blackjack

DIALOGUE #9

Juan: Hi, Maria.

Maria: Hi, Juan. How are you doing?

Juan: Fine, I know why you're here. You want to play more Blackjack, right?

Maria: You're right. I see you have your deck of cards out.

Juan: I'm ready to deal Maria. Place your bet.

Maria: I wanna bet $5.00 (She hands him a $5.00 bill)

Juan: These are practice chips called checks. Let's use them because in the casino you can't use regular money at the table.

Maria: Why are these checks all different colors?

Juan: Each colored check is the same as an amount of money.

Maria: O.K. I want to bet $5.00.

Juan: Then you get a red check (He deals her two cards). You've got a 14. Do you want a hit?

Maria: Yeah, I want a hit.

Juan: Just scratch the table.

Maria: Why?

Juan: That tells the dealer you want another card or hit. (Maria scratches the table.) Oh-oh, you got an 8.

Maria: I guess I should've stood, because now I'm over and I lose.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Blackjack

DIALOGUE #10

Juan: Hi, Maria. Do you want to play Blackjack again?

Maria: I sure do. There are still a lot of things I don't understand about the game.

Juan: Let me deal you a hand.

Maria: I've got 18. I think I want to stand.

Juan: You're learning. I've got 17 and I have to stand, so you win.

Maria: Why can't you take another card?

Juan: Because when a dealer gets 17 to start, he's not allowed to take any more cards. That's the rule.

Maria: Suppose you get less than 17.

Juan: Then I can take a hit, too.

Maria: There sure are a lot of rules, aren't there?

Juan: You can say that again.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Blackjack

DIALOGUE #11

Maria: Juan, I want to play again. Deal.

Juan: OK, Maria. (He deals her two cards). You´ve got 11. Do you want to double down?

Maria: What do you mean by that?

Juan: Since you´ve got 11, you can double your bet, if you want. But you can only get one more card.

Maria: OK, I want to double down. (Juan deals 1 more card sideways.)

Juan: I have 18.

Maria: That means I win with a 19. That´s exciting!

Juan: Let´s try another hand (he deals two more cards.) You´ve got two five´s. Do you want to split?

Maria: What´s splitting?

Juan: Splitting means dividing your hand into two hands. You can do this when you have a pair, but you must double your bet.

Maria: I don´t think I want to split. I don´t have enough money today.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer, Juan
Friend, Maria
Subject: Blackjack

DIALOGUE #12

Maria: Let´s play another hand.

Juan: Place your bets.

Maria: I´m feeling lucky. I want to bet $25.00.

Juan: No more bets. (Just as he begins to deal, Maria takes back a chip.) You can´t do that, Maria.

Maria: Why not? I want to change my bet.

Juan: Once I begin to deal, you can´t take bet back. You can drag it back deal - not after.

Maria: I guess I´m not quick enough.

Juan: Let´s try again. Place your bet. I´ve got an ace. Do you want insurance?

Maria: What´s that?

Juan: Insurance is an additional bet that a player can make on the dealer´s hand. A player can take insurance when he or she thinks tha the dealer has 21. The player bets one-half the original bet.

Maria: That´s a good idea. I want some insurance. (Maria scratches the table for a hit.)

Juan: I´ve got 21. It´s good you have insurance now you get $10.00 instead of $5.00. The payoff is two to one.

Maria: Suppose you didn´t have 21?

Juan: Then you lose your insurance money and we continue as usual.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Blackjack Dealer and Patron
Subject: Directions

DIALOGUE #13

Patron: It sure isn´t busy tonight, is it?

Dealer: No, it isn´t.

Patron: Well, these cards are not lucky for me tonight. I think I´ll quit.

Dealer: Maybe you´ll have more luck another night, ma´am.

Patron: Maybe. Say, can you tell me how far the telephones are from here?

Dealer: Sure, they aren´t far. Go straight down the hall, and make a left at the main hall. The telephones are on your left, next to the Galla Showroom.

Patron: Down the hall to the main hall.

Dealer: Yes, that´s right. Have a good evening.

Patron: Thank you.

MAP A (Inside Casino)

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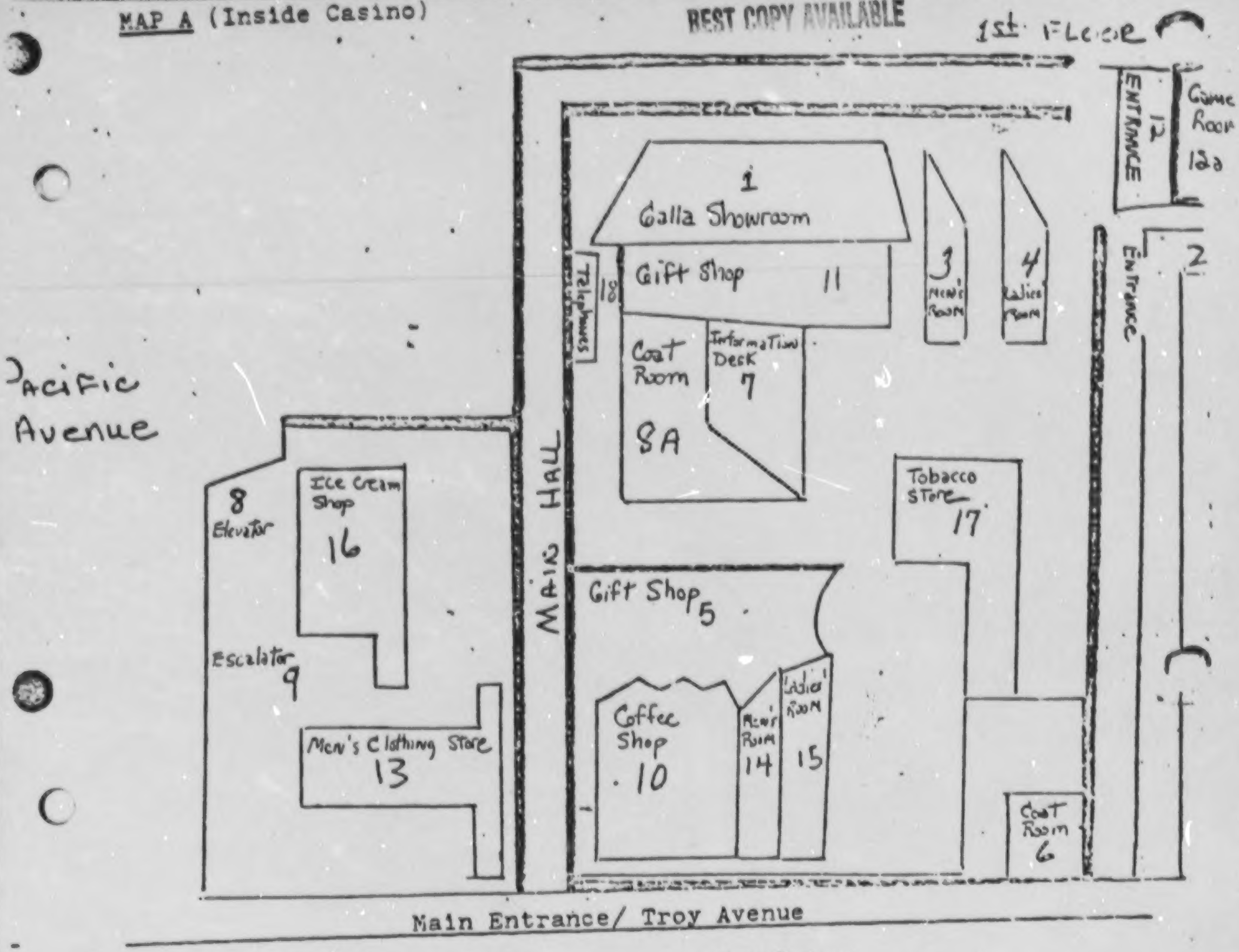

1st Floor
Pacific Avenue
1 Galla Showroom
Gift Shop 11
18 Telephones
Coat Room 8A
Information Desk 7
3 Men's Room
4 Ladies Room
12 ENTRANCE
Game Room 12a
ENTRANCE 2
MAIN HALL
8 Elevator
Ice Cream Shop 16
Escalator 9
Men's Clothing Store 13
Gift Shop 5
Coffee Shop 10
Men's Room 14
Ladies' Room 15
Tobacco Store 17
Coat Room 6
Main Entrance/ Troy Avenue

1.	Galla Showroom	9.	Escalator
2.	Boardwalk Entrance	10.	Coffee Shop
3.	Men's Room	11.	Gift Shop
4.	Ladies' Room	12.	Casino Entrance
5.	Gift Shop	12A.	Game Room
6.	Coat Room	13.	Men's Clothing Store
7.	Information Desk	14.	Men's Room
8.	Elevator	15.	Ladies' Room
8A.	Coat Room	16.	Ice Cream Shop
		17.	Tobacco Store
		18.	Telephones

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino, Map A)

DIALOGUE #14

Clerk: Good morning. May I help you?

Customer: Yes. How do I get to the second floor?

Clerk: Well, take the elevator across the hall. It´s in back of the ice cream shop. You can also take the escalator. It´s next to the men´s clothing store.

Customer: Is the escalator across the hall too?

Clerk: Yes, it´s near the elevator. You can´t miss it.

Customer: Thank you.

Clerk: Your´re welcome. Have a good day.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino, Map A)

DIALOGUE #15

Clerk: Good evening. May I help you?

Customer: I hope so. I´m trying to find my friend. He wants me to meet him in front of the coffee shop. Can you direct me?

Clerk: Yes, ma´am. Go straight down this hall past the gift shop. The coffee shop is at the end of the hall.

Customer: You mean it´s right near the main entrance?

Clerk: Yes, that´s right, sir.

Customer: Thank you very much.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino) Map A

DIALOGUE #16

Clerk: Good afternoon. May I help you?

Customer: Yes, I'm looking for the game room. Can you please tell me where it is?

Clerk: Yes, sir. Go straight up the main hall. Make a right at the end of the hall. Go past the Galla Showroom. The entrance to the game room is right there. Look for the sign.

Customer: You said straight up the main hall, turn right, past the Galla Showroom. Is that right?

Clerk: That's right. Have a good day, sir

Customer: Thank you very much.

Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside Casino) Map A

DIALOGUE #17

Clerk: May I help you, ma´am?

Customer: Yes, can you tell me where the nearest ladies´ room is?

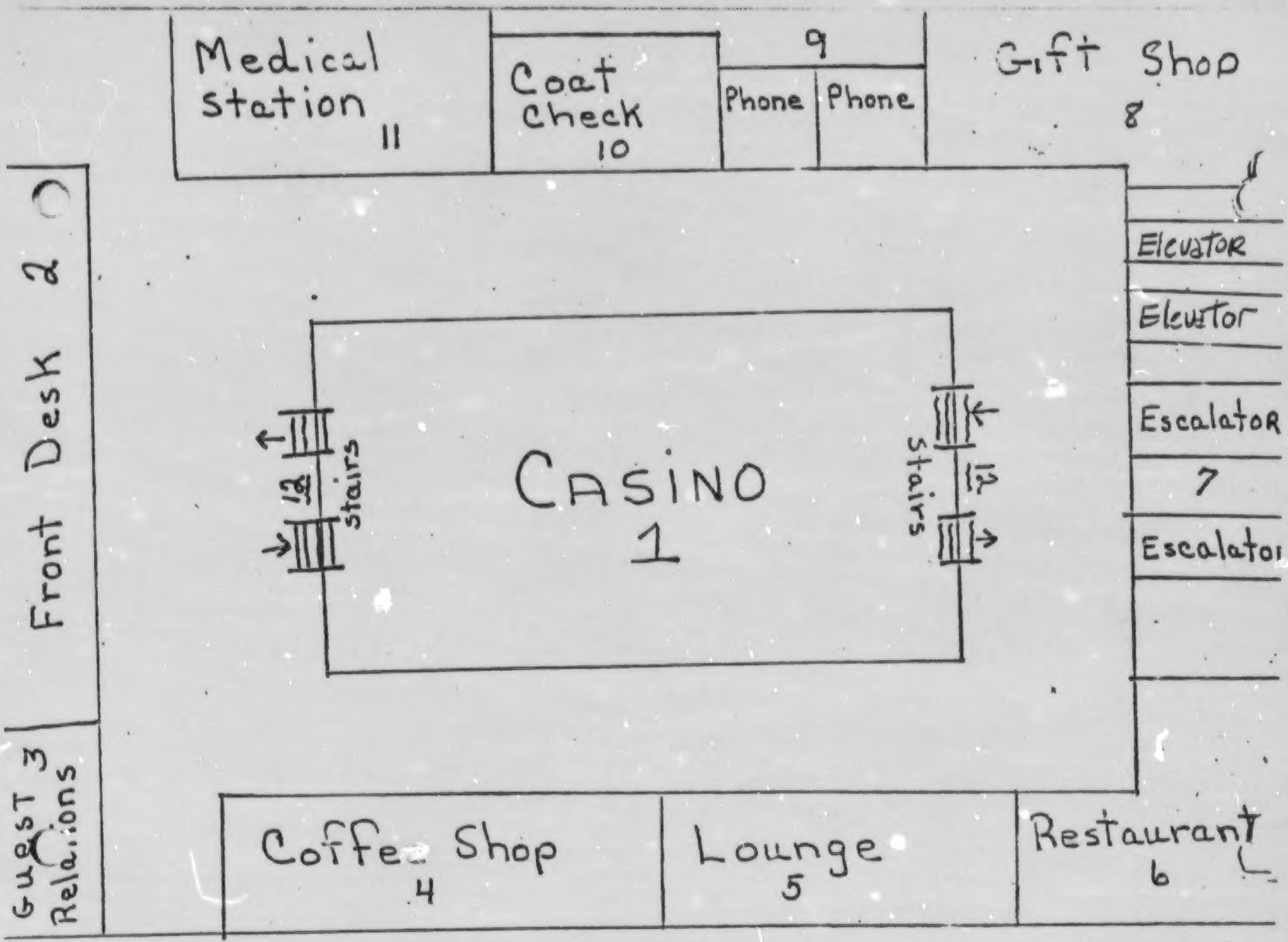
Clerk: Yes. There is one at the end of the hall next to the coffee shop.

Customer: Thank you. Do you know what time the men´s clothing store opens?

Clerk: It opens in 15 minutes at 10:00. I´m sorry you have to wait.

Customer: That´s OK. Thank you for your help.

Clerk: It´s my pleasure.


Medical station
11
Coat check
10
9
Phone
Phone
Gift Shop
8
Elevator
Elevator
Escalator
7
Escalator
CASINO
1
12
stairs
12
stairs
Front Desk 2
Guest 3
Relations
Coffee Shop
4
Lounge
5
Restaurant
6

MAP C
Casino Hotel
Main Floor

1. Casino
2. Front Desk
3. Guest Relations
4. Coffee Shop
5. Lounge
6. Restaurant
7. Escalator
8. Gift Shop
9. Telephones
10. Coat Check
11. Medical Station
12. Stairs

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Casino Jobs - On The Floor
Blackjack Dealer
Dialogue: Information Desk Clerk and Customer
Subject: Directions (Inside casino) Map C

DIALOGUE #18

Customer: Excuse me miss, can you tell me where the doctor is?

Clerk: Are you ill?

Customer: I do not feel very well.

Clerk: We have a medical station in the hotel. There is always a registered nurse there.

Customer: I don't want a nurse. I prefer a doctor.

Clerk: The nurse at the medical station can call a doctor if it is necessary. Shall I direct you to the medical station?

Customer: Yes, please do.

Clerk: You take the elevator to the fourth floor. When you get out of the elevator, the medical station is down the hall on the right side. I hope you feel better.

Customer: Thank you.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Nancy and Betty
Subject: Uniforms

DIALOGUE #1 - Vocabulary

experience
difficult
damage
uniform
name tag
room pass key
always
never
ever
title

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Nancy and Betty
Subject: Uniforms

DIALOGUE #1

Nancy: Betty, I want to talk to you about your job. I need a job, but I don't have any work experience. Tell me about the kind of work you do at the hotel.

Betty: Sure, Nancy. My title is room attendant, and I clean the hotel rooms.

Nancy: Do you think I can do that kind of work, Betty?

Betty: Yes, I do. You don't really need experience.

Nancy: Do you have to wear a uniform?

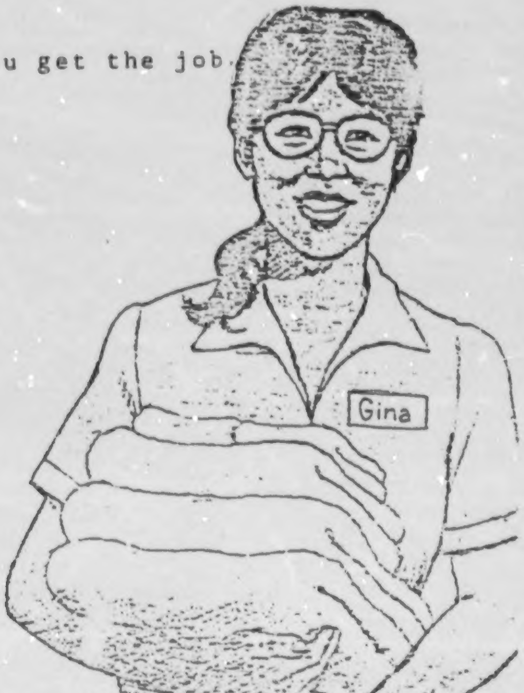
Betty: Yes. Employees have to wear uniforms when they work. The company gives us our uniforms and provides a cleaning service too.

Nancy: That sounds easy enough. Is that your identification card?

Betty: Yes. All room attendants have to wear them.

Nancy: Well, Betty, I know a lot more about room attendants now. I am going to apply for a job tomorrow.

Betty: Good luck, Nancy. I hope you get the job.



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SCHEDULE ROOM ATTENDANTS (Shifts listed)

	MON	TUES	WED	THURS	FRI	SAT	SUN
ROSA FERNANDEZ	OFF	OFF	1	1	1	1	1
MEi-Lin FONG	1	1	1	OFF	OFF	1	1
SUSAN TAYLOR	2	2	OFF	OFF	2	2	2
RALPH JACKSON	2	2	3	3	2	OFF	OFF
Libby McBRIDE	3	OFF	OFF	3	3	3	3
Anna Escobar	1	1	1	1	1	OFF	OFF
BRUCE Barber	2	2	2	2	OFF	OFF	3
Isabel Pradera	OFF	1	1	1	1	1	OFF
Ruth Carr	3	OFF	OFF	3	3	2	2
Darlene Rockwell	2	2	2	OFF	OFF	3	3

Shift Code:
#1 - (7 a.m.-3 p.m.)
#2 - (3 p.m.-11 p.m.)
#3 - (11 p.m.- 7 a.m.)

Casino Jobs - Housekeeping
Room Attendant
Schedule/Room Attendants

Questions

1. Which two room attendants work on the 3rd shift on Monday?

2. What days does Susan Taylor have off?

3. How many room attendants work on the 2nd shift on Sunday?

4. What time does Rosa Fernandez begin to work?

5. Which room attendant works only the third shift?

6. Which days does Darlene Rockwell work on the 3rd shift?

7. Which room attendant has Friday and Saturday off?

8. At what time does Ralph Jackson begin work on Friday?

Casino Jobs - Housekeeping
Room Attendant
Schedule/Room Attendants

Answer Key

1. Mei-Lin Fong and Ruth Carr
2. Wednesday and Thursday
3. 2
4. 7 a.m.
5. Libby McBride
6. Saturday and Sunday
7. Bruce Barber
8. 3 p.m.

Casino Jobs -Housekeeping
Room Attendant
Dialogue: Room Attendant, Nancy
Executive Housekeeper, Mrs. Peterson
Subject: Working Procedures

DIALOGUE #2 - Vocabulary

schedule
posted
regulations
position
near
shift
time clock
forget
remember

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Casino Jobs - Housekeeping
Room Attendant
Dialogue: Mrs. Peterson, Executive Housekeeper
Nancy, Room Attendant
Subject: Working Procedures

DIALOGUE #2

Nancy: Good morning, Mrs. Peterson.

Mrs. Peterson: Good morning, Nancy. I want to discuss some regulations for your new job as room attendant. Do you know where your schedule is posted?

Nancy: Yes, ma'am. It's posted on the wall in the Housekeeping office. Do the schedules change every week?

Mrs. Peterson: Yes, Nancy. You have to check your hours every week. Remember, you come into work 15 minutes before your shift begins.

Nancy: Yes, ma'am. I know. I sign in on the sign-in sheets in the Housekeeping office. Don't I?

Mrs. Peterson: That's correct. Always clock in and out too. The time clock is in the coffee room.

Nancy: Do I clock-out for lunch too?

Mrs. Peterson: That's right. You have 40 minutes for your lunch break. Don't forget to clock-in when you return.

Nancy: Mrs. Peterson, what happens when I can't come in to work?

Mrs. Peterson: We have a rule about that. You have to call us [illegible] hours before your shift begins. This is important, Nancy. We need time to call in another room attendant to replace you. Remember, too many days out results in dismissal.

Nancy: Don't worry, Mrs. Peterson. I'm dependable. What does that sign NO EMPLOYEE LOITERING mean?

Mrs. Peterson: It means that no worker stays in the building when he or she is not scheduled to work. Workers should leave the hotel at the end of their shift.

ROOM ATTENDANTS

SIGN-IN SHEET

NAME	KEYS SECTION	LUNCH OUT	LUNCH IN	TIME-IN	TIME-OUT
Karen Abel	A	12:00	1:00 p.M	9:00 a.m.	5:00 p.m.
Maria Sanchez	B	11:00 am	12:00	7:00 a.m.	3:00 p.m.
mike Ross	C	6:00 pM	7:00 pM	3:00 pM	11:00 P.M.
Wei Chong	D	3:00 a.m.	4:00 a.M.	1:00 pM.	7:00 a.m.
Flo Tursig	A	6:00 pM.	7:00 pM.	3:00 pM	11:00 pM.
Betsy Jones	D	1:00 p.M.	2:00 p.M.	9:00 a.m.	5:00 pM
Hector Ramos	C	12:00	1:00 pM.	9:00 a.m.	5:00 pM.
Kate Maguire	B	7:00 p.M.	8:00 pM	3:00 p.M.	11:00 P.M.
Lupe Torres	A	12:00	1:00 p.M.	9:00 a.m.	5:00 p.m.

Key

A - Section A

B - Section B

C - Section C

D - Section D

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Casino Jobs - Housekeeping
Room Attendant
Reading Exercise/Sign-in Sheet

Directions: Read the room attendants'sign-in sheet and answer the following questions.

1. Which two room attendants work in Section C?
2. What time does Wei Chong start work?
3. What time does Maria Sanchez go to lunch?
4. At what time does Kate Maguire finish work?
5. In which section does Karen Abel work?
6. Which room attendant has lunch between 1:00 p.m. and 2:00 p.m.?
7. Who works in Section A with Lupé Torres?
8. In which section does Flo Tursi work?

Casino Jobs - Housekeeping
Room Attendant

Answer Key

1. Mike Ross and Hector Ramos
2. 11:00 P.M.
3. 11:00 A.M.
4. 11:00 P.M.
5. A
6. Betsy Jones
7. Karen Abel
8. A

Casino Jobs - Housekeeping
Room Attendant
Exercise/Completing a Sign-in Sheet

	KEYS	LUNCH			
NAME	SECTION	OUT	IN	TIME-IN	TIME-OUT
Pam Johnson	A			9.00 a.m.	5.00 p.m.
Leslie Brace		12^{00}	1.00 p.m.		
Jose Garcia		2^{00} a.m.	3.00 a.m		
Paula Gardner				7.00 am	$3^{.00}$ p.m.
Alice Ferry	A			9.00 a.m.	5.00 p.m.
Steve Baker					
Angie Wikes		6^{00} p.m.	$7^{.00}$ p.m.		
Rita Grove	B			3.00 p.m.	$11^{.00}$ p.m.

KEY:

A	Section A
B	Section B
C	Section C
D	Section B

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Casino Jobs - Housekeeping
Room Attendant

Exercise/Completing a Sign-in Sheet

Directions: Complete the sign-in sheet with the information given below.

Leslie Brace and Angie Wiles work in Section C
Jose Gracia works in Section D.
Paula Gardner and Steve Baker work in Section B.

Leslie Brace works from 7:00 a.m. to 3:00 p.m.
Jose Garcia works from 11:00 p.m. to 7:00 p.m.
Steve Baker works from 3:00p.m. to 11:00 p.m.
Angie Wiles works from 3:00 p.m. to 11:00 p.m.

Pam Johnson and Alice Ferry go on break from
2:00 p.m. to 3:00p.m.
Rita Grove breaks from 11:00 a.m. to 12:00p.m.
Paula Gardner breaks from 11:00 a.m. to 12:00 p.m.
Steve Baker goes on break from 7:00 p.m. to 8:00 p.m.

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Casino Jobs - Housekeeping
Room Attendant
Exercise/Completing a Sign-in Sheet

NAME	KEYS SECTION	LUNCH OUT	IN
Pam Johnson	A	2:00 p.m	3:00 p.M.
Leslie Brace	C	12^00	1.00 pM
Jose Garcia	D	2^00 am.	3:00 am
Paula Gardner	B	11:00 a.M.	12:00 p.M.
Alice Ferry	A	2:00 p.M.	3:00 p.M
Steve Baker	B	7:00 p.M.	8:00 p.M
Angie Wilks	C	6^00 p.M.	7^00 p.M.
Rita Grove	B	11:00 am.	12:00 p.M.

KEY:

A Section A
B Section B
C Section C
D Section B

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Nancy
Executive Housekeeper, Mrs. Peterson
Subject: Job Description

DIALOGUE #3

Mrs. Peterson: Good morning, Nancy. Do you have any questions about your duties as room attendent?

Nancy : Yes. Can you tell me exactly what I have to do?

Mrs. Peterson: Certainly. Each room attendant services 14 rooms every day.

Nancy : What does service mean?

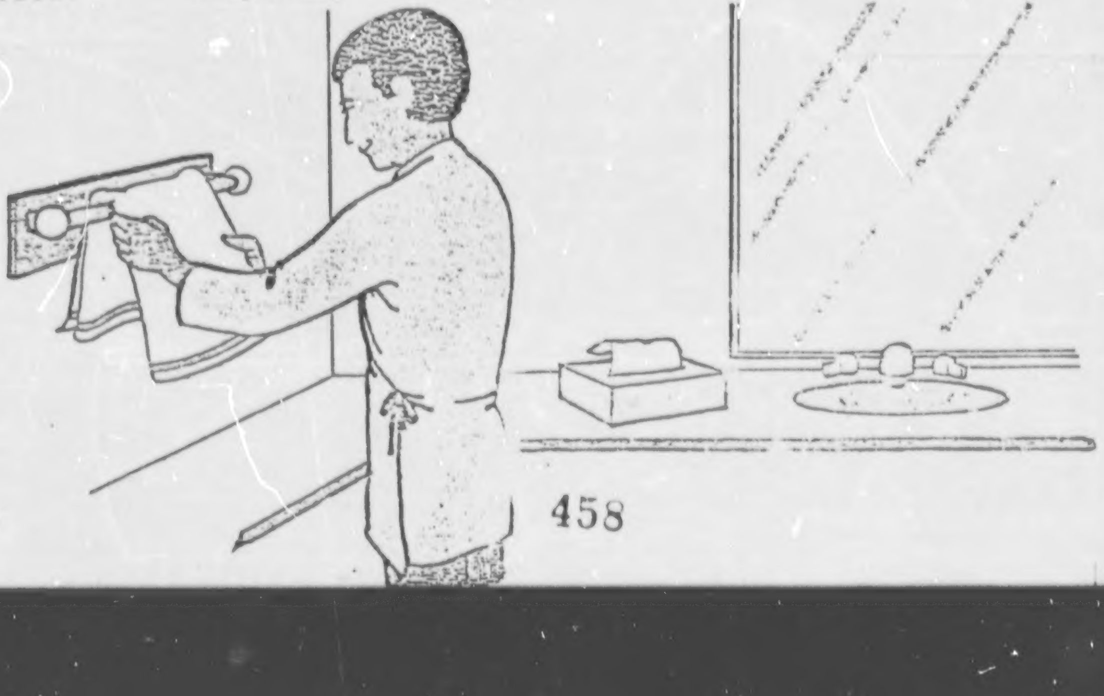
Mrs. Peterson: "Service" means to take care of the rooms. Your job is to clean and straighten the rooms and to replace things like towels, soaps, and linens.

Nancy: How do I know which rooms to clean?

Mrs. Peterson: Here is a copy of a room assignment sheet. You will get one every day so you know what to do. There are some coded letters and numbers on the sheet. You must know what they mean to understand your assignment.

Nancy: Can I come to you when I have other questions?

Mrs. Peterson: Anytime, of course.



Casino Jobs - Housekeeping
Room Attendant

Code and Vocabulary

CODE

C/O - guest is scheduled to check out
S/O - guest is scheduled to stay over
N/S - no service
DND - Do Not Disturb

101 - room number circled means guest has already checked out

102 - room number circled with a dot above means guest has checked out and new guest is expected

103 - the small number circled above the room number indicates the number of guests in the room.
M - an "M" indicates there is an item missing from the room
D - a "D" indicates a damaged item

VOCABULARY

- missing
- damaged
- disturbed
- expected
- scheduled
- indicates
- item

ROOM ASSIGNMENT SHEET

DATE:

ROOM ATTENDANT:

			(3)		S/O	(4)					S/O	C/O	DNI	8-10
ROOM NUMBER	201	202	203	204	205	206	207	208	209	210	211	212	214	[illegible]
CHECK FOR MISSING OR DAMAGED PROPERTY	✓	✓	✓											
CHECK LIGHTS														
CHECK THERMOSTAT														
STRIP LINEN														
BATH: CERAMIC TILE														
TUB														
TOILET														
FIXTURES														
VANITY: MIRROR		D												
BASIN								D						
DRESSER														
FIXTURES														
CLOSET														
FLOORS/RUGS														
BEDROOM: BEDS														
T.V. AND RADIO										M				
TABLES														
VANITY														
LUGGAGE RACK					M									
CLOSET														
LAMPS														
WINDOWS														

REMARKS:

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Casino Jobs - Housekeeping
Room Atendant
Dialogue: Room Attendant, Nancy
Supervisor, Mrs. Peterson
Subject: Room Assignment Sheet

DIALOGUE #4

Mrs. Peterson: This is your room assignment sheet, Nancy. When you first report to work, get your sheet so you know which rooms to do.

Nancy: How do I know which rooms to do first?

Mrs. Peterson: Each room number will have a code for you to check. On this sheet, Room 201 has a circle around it with a dot. This means do that room first since the party has checked out and a new reservation is expected.

Nancy: What do I do when I go to clean a room and something is broken?

Mrs. Peterson: Mark a "D" on the sheet next to the damaged item and report it to your supervisor. Here is a room assignment sheet. Let's practice reading this. What rooms does the room attendant have to clean first?

Nancy: First she should clean 201,208,209, and 210 because there is a new reservations due in. Then she does rooms 212 and 215 since they are checkouts.

Mrs. Peterson: Good, Nancy. Now tell me what are the problems in rooms 202 and 208?

Nancy: There are damages in these rooms. And in rooms 205 and 210, there are items missing.

Mrs. Peterson: You catch on quickly, Nancy. We're glad that you are working with us.

Nancy: Thank you, Mrs. Peterson.

ROOM ASSIGNMENT SHEET

DATE: ROOM ATTENDANT:

ROOM NUMBER														
CHECK FOR MISSING OR DAMAGED PROPERTY														
CHECK LIGHTS														
CHECK THERMOSTAT														
STRIP LINEN														
BATH: CERAMIC TILE														
TUB														
TOILET														
FIXTURES														
VANITY: MIRROR														
BASIN														
DRESSER														
FIXTURES														
CLOSET														
FLOORS/RUGS														
BEDROOM: BEDS														
T.V. AND RADIO														
TABLES														
VANITY														
LUGGAGE RACK														
CLOSET														
LAMPS														
WINDOWS														

REMARKS:

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Casino Jobs - Housekeeping
Room Attendant

Exercise/Room Assignment Sheet

Directions: Use the blank room assignment sheet to show the following:

1. The lamp in room 206 is damaged.
2. The radio in room 215 is missing.
3. Rooms 203 and 204 each have 4 persons in them.
4. Room 207 does not want to be disturbed.
5. The guest in room 211 is not checking out.
6. The guest in room 214 has checked out and another guest is expected.
7. The toilet in room 208 is broken.
8. The mirror in room 202 is missing.
9. Room 201 has 3 people in it.
10. The guest in room 210 has checked out.

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ROOM ASSIGNMENT SHEET

Answer Key

DATE: ROOM ATTENDANT:

	③		④	⑤			DND				S/O		
ROOM NUMBER	201	202	203	204	205	206	207	208	209	210	211	212	214
CHECK FOR MISSING OR DAMAGED PROPERTY													
CHECK LIGHTS													
CHECK THERMOSTAT													
STRIP LINEN													
BATH: CERAMIC TILE													
TUB													
TOILET								D					
FIXTURES													
VANITY: MIRROR		M											
BASIN													
DRESSER													
FIXTURES													
CLOSET													
FLOORS/RUGS													
BEDROOM: BEDS													
T.V. AND RADIO													
TABLES													
VANITY													
LUGGAGE RACK													
CLOSET													
LAMPS						D							
WINDOWS													

REMARKS:

28
32

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Maria
Supervisor
Subject: Servicing Guest Rooms

DIALOGUE #5 - Vocabulary

rule book
certain
stripped the bed
fixture
sparkle
mirror
tile
chrome
corner

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Nancy
Executive Housekeeper, Mrs. Peterson
Subject: Servicing Guest Rooms

DIALOGUE #5

Mrs. Peterson: Nancy, when you service the guest rooms, there is a certain procedure you follow.

Nancy: What do I clean first?

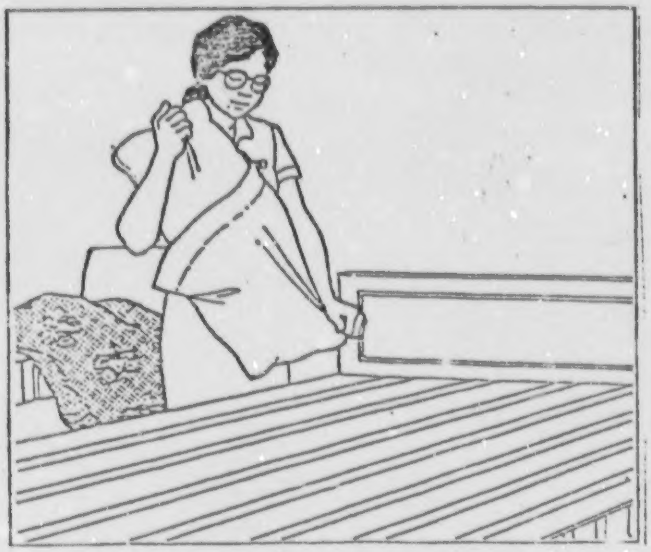
Mrs. Peterson: First, empty the trash cans. Next, strip the beds and replace the linen. Then, dust the furniture. Finally, clean the bathroom.

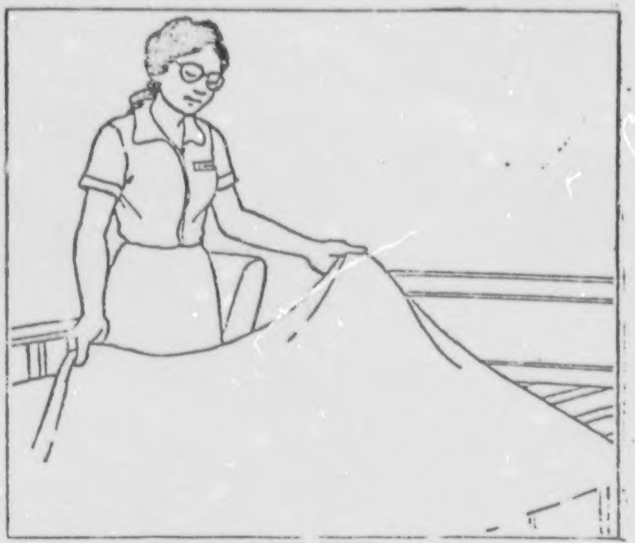
Nancy: Does each item in the room get cleaned?

Mrs. Peterson: Yes, everything must be cleaned and all the fixtures must shine. The toilet must be cleaned inside and out. The mirror and tiles must sparkle and the chrome must shine.

Nancy: What can I do when my mop can't fit close enough to the walls?

Mrs. Peterson: Then you must use a cloth and get into the corners with your hand. The bathroom must look and smell clean.





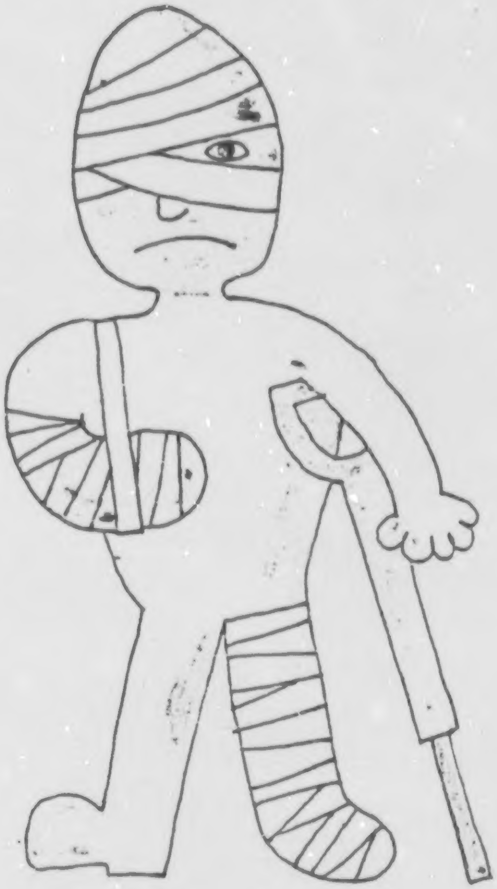
Casino Jobs - Housekeeping
Room Attendant

Vocabulary

- room attendant
- room
- bed
- carpet
- furniture
- bureau
- bathroom
- sink
- toilet
- bath tub
- shower
- tile
- door
- doorknob
- handle
- closet
- hanger
- dust
- vacuum
- shift
- section
- key

SAFETY RULES

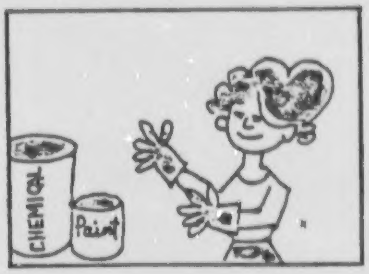
HOUSEKEEPING



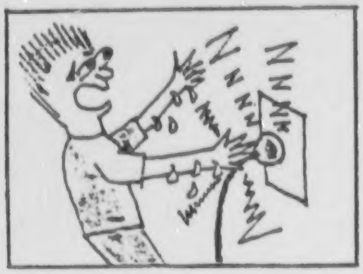
Here is a list of basic rules for safety on the job. Please follow them at all times.

ALWAYS

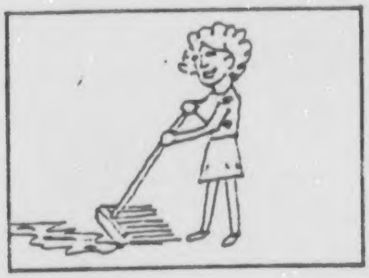
1. Always wear gloves when using strong detergents, paint remover, chemicals, etc.



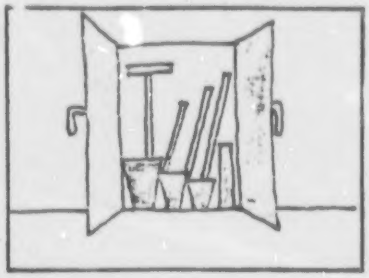
2. Always handle electrical equipment with dry hands.



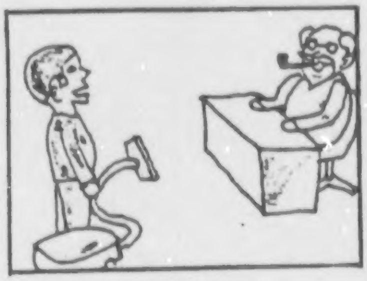
3. Always mop up soils.



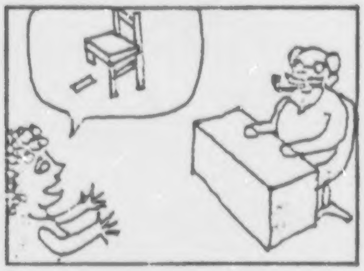
4. Always keep utility closets neat and clean.



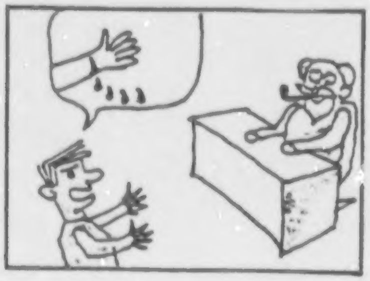
5. Always report defective equipment to your supervisor.



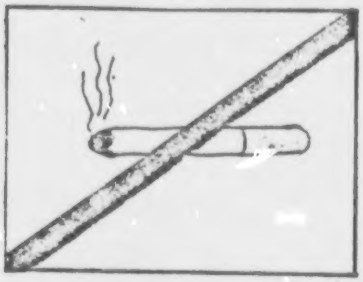
6. Always report needed repairs in guest rooms to your supervisor.



7. Always report every injury on the job to your supervisor immediately, no matter how minor.



8. Always obey NO SMOKING signs.



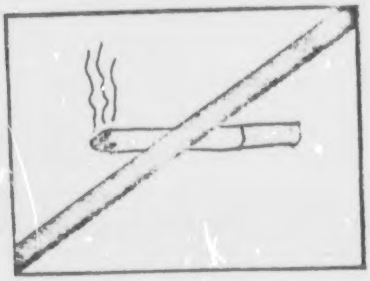
QUESTIONS A

1. Should you handle electrical equipment with wet hands or with dry hands?

2. What is defective equipment?

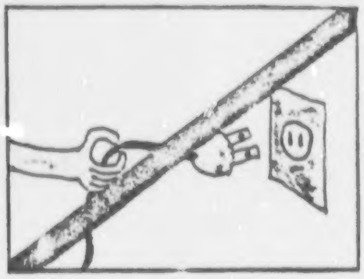
3. Sue was cleaning a room. She tripped over a bucket and fell down. She bumped her head on the bed. Whom should she tell?

4. When should she tell her supervisor that she fell and bumped her head?

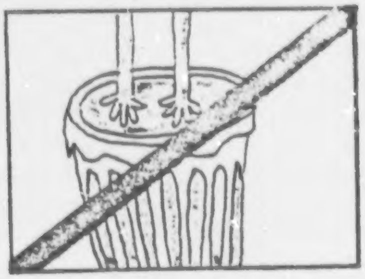
5. What does this sign  mean?

NEVER

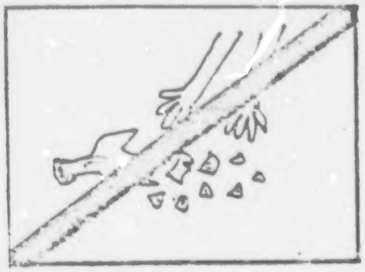
1. Never yank electrical cords out of the wall. Pull them out of outlet by pulling the plug.



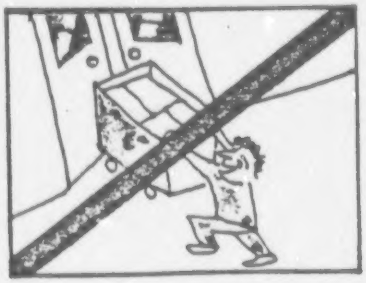
2. Never dig into wastebaskets to empty them. Use caution when handling trash.



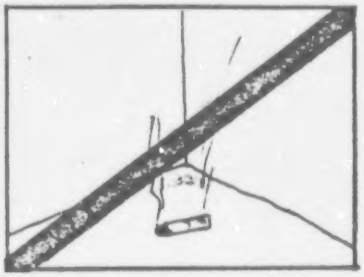
3. Never pick up broken glass by hand. Sweep up glass.



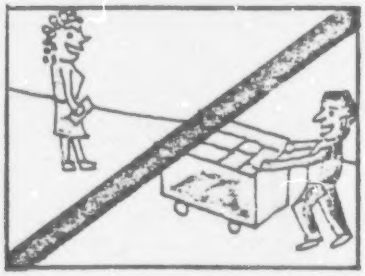
4. Never push or ram carts through doors. Pull them through.



5. Never throw discarded cigarettes onto the floor, in corners or in wastebaskets. Use ashtrays.



6. Never block hallways or exit doors with carts and/or other equipment.



QUESTIONS B

1. Where should you throw discarded cigarettes?

2. What does caution mean in Rule 2?

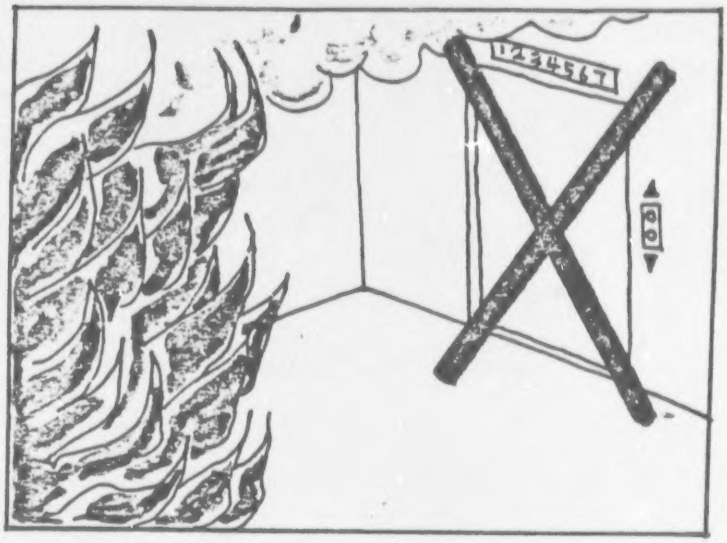
3. How should you get a cart through a door?

4. What does yank mean in Rule 1?

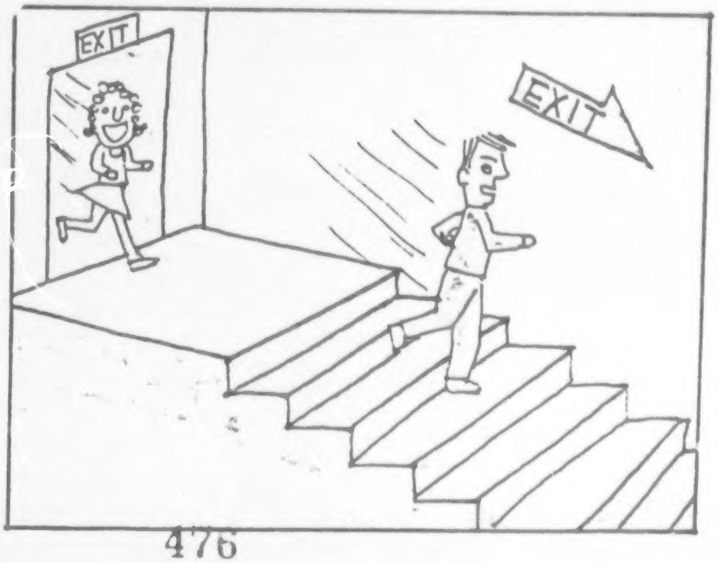
5. What does block mean in Rule 6?

EVACUATION PROCEDURES

Your safety on the job is very important. You should know what to do in emergencies.



In case of fire or other emergencies, NEVER TAKE THE ELEVATOR. Always USE THE STAIRS. Go to the nearest exit sign and leave the building quickly and calmly. Go across the street and wait for further instructions from the managment.



QUESTIONS Cy

1. What is an emergency?

2. In the case of fire, should you take the elevator or the stairs?

3. Which exit should you use?

4. What should you do when you leave the building?

5. What are instructions?

ANSWERS

A

1. dry hands
2. It doesn't work.
3. her supervisor
4. immediately
5. no smoking

B

1. in the ashtray
2. care
3. pull it through
4. pull hard
5. make hard to get to

C

1. unexpected trouble
2. the stairs
3. the nearest one
4. cross the street and wait for instructions
5. orders

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Carla
Supervisor, Mr. Quinn
Subject: Safety Rules

DIALOGUE # 6 - VOCABULARY

discuss
safety
hanging
detergents
chemicals
gloves
shelf
storeroom
be careful
empty
wastebaskets
broken glass
start a fire

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Carla
Supervisor, Mr. Quinn
Subject: Safety Rules

DIALOGUE #6

Mr. Quinn: Carla, please come into my office. I want to talk to you.

Carla: Yes, sir. Is something wrong?

Mr. Quinn: No, nothing is wrong. I want to discuss our safety rules with you. Do you have our safety booklet?

Carla: Yes, I do. I know that safety on the job is very important.

Mr. Quinn: Good. Let´s take a few minutes to review some of the rules in the book.

Carla: O.K.

Mr. Quinn: First of all, always wear gloves when you use strong detergents or chemicals. Do you know where to get the gloves?

Carla: Yes, sir. The gloves are on the shelf in the storeroom.

Mr. Quinn: That´s right. Also, be very careful when you empty wastebaskets. Never pick-up broken glass by hand. You can get cut. Don´t ever throw cigarettes in wastebaskets. This can start a fire.

Carla: You can depend on me, sir. I´m very careful when I work.

Mr. Quinn: Well, I guess that´s all for now. Tomorrow we can talk again. Do you have any questions?
Carla: No, I don´t have any questions right now. Thank you. Goodbye.

Mr. Quinn: Good-bye.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Bob
Supervisor, Ms. Youngman
Subject: Safety Rules

DIALOGUE #7 - VOCABULARY

cart
blocking
hallway
attendants
picking-up
broken glass
first aid
exit doors
safety rule
sweep-up
mop
spill
remember

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Bob
Supervisor, Ms. Youngman
Subject: Safety Rules

DIALOGUE #7

Ms. Youngman: Bob, there is a cart blocking the hallway over there. Please move it.

Bob: Yes, ma´am.

Ms. Youngman: Remember, carts are never to block hallways or exit doors. That´s a safety rule.

Bob: Yes, ma´am. I know that safety is important. For example, I know we have to sweep-up the glass - not use our hands.

Ms. Youngman: That´s right. Yesterday, one of the room attendants cut her hand picking up a broken glass. She went for first aid.

Bob: That´s too bad.

Ms. Youngman: Yes, it is. You can continue with your work now, Bob.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Giving Information

DIALOGUE #8 - VOCABULARY

- problem
- plug in
- cribs
- available

Casino Jobs - Housekeepking
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Giving Information

DIALOGUE #8

Patron: Room attendant, I need some help.

Attendant: Yes, sir. What´s the problem?

Patron: I´m not sure. The television doesn´t work.

Attendant: Let me look at it for you. Here´s the problem. It´s not plugged in.

Patron: I´m sorry. I didn´t check the plug.

Attendant: Do you need anything else, sir?

Patron: Yes, I do. I need a baby crib for my son. My wife and son are joining me this afternoon.

Attendant: Just call the front desk and order one, sir. We have cribs available downstairs.

Patron: That´s fine. Thank you.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Customer Service

DIALOGUE #9 - VOCABULARY

cleaned
extra
pillow
back
problem
right away

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Customer Service

DIALOGUE #9

Attendant: What time would you like your room cleaned?

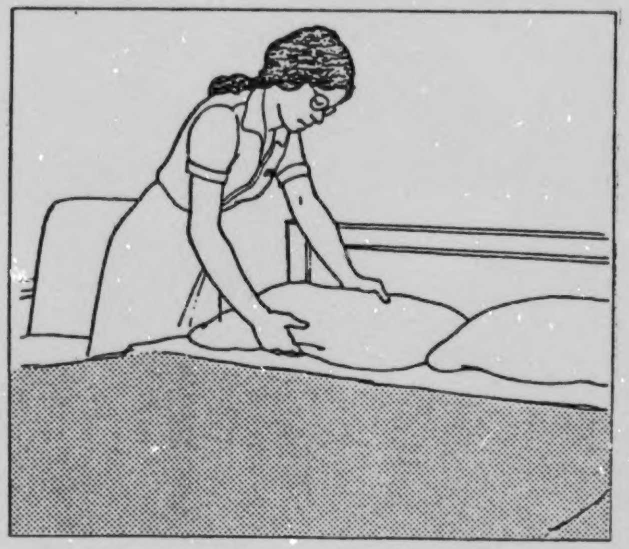
Patron: I´m going out now. You can clean it anytime.

Attendant: OK. I´ll get right to it.

Patron: Oh, may I have an extra pillow, please. I have a back problem.

Attendant: Yes, sir, I can get you one right away.

Patron: Thanks, I appreciate it.



Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Customer Service

DIALOGUE #10- Vocabulary

no rush
some time
extending your stay
light bulb
towels
extra
blanket

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant
Patron, Mr. Young
Subject: Customer Service

DIALOGUE #10

Mr. Young: Excuse me, miss. Can I have some extra towels?

Attendant: Yes, sir. I´ll get them for you right away.

Mr. Young: There´s no rush. I´m going out for breakfast. Then I´m going to do some shopping. Any time this morning will be fine.

Attendant: OK. Are you extending your stay, Mr. Young?

Mr. Young: Yes, I am. I´m staying three more days. I´ve been very happy with the service here. By the way, can you give me a new light bulb?

Attendant: Of course. I have an extra blanket for you too. It´s getting very cold tonight.

Mr. Young: Thank you.

Attendant: Have a good day.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Carla
Supervisor, Mr. Quinn
Subject: Safety Rules

DIALOGUE #11 - VOCABULARY

continue
report
repairs
outlet
plug
dry hands
shock
utility closets

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Carla
Supervisor, Mr. Quinn
Subject: Safety Rules

DIALOGUE #11

Carla: Hello, Mr. Quinn. Do you want to talk to me again?

Mr. Quinn: Yes, Carla. I want to continue our conversation from yesterday. Have a seat.

Carla: Thank you, sir. I want to report a problem in room 27. The T.V. does not work.

Mr. Quinn: I'm glad you are telling me. You must always report needed repairs in the guest rooms to your supervisor.

Carla: I know, sir. I put the T.V. plug into a different outlet when I was cleaning the room, but it didn't work.

Mr. Quinn: I hope your hands were dry. Remember you can get a shock when you handle electrical equipment with wet hands.

Carla: Yes, sir, I know.

Mr. Quinn: Carla, I want you to check the utility closets on the third floor. The closets always need to be neat and clean.

Carla: OK. I can do the closet right away. Is that all, sir?

Mr. Quinn: Yes, Carla, you're doing a good job.

Carla: Thank you, sir.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant, Susan
Room Attendant, Rosa
Subject: Safety Rules

DIALOGUE #12

Susan: Rosa, there is a spill in front of Room 49. Do you know where the mop is?

Rosa: Here it is.

Susan: May I use it for a minute? You know the safety rules - always mop up spills right away.

Rosa: Sure, you can. I'm not going to use it again in this room.

Susan: Thanks, Rosa.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Directions (map B)

DIALOGUE #13

(Coming out of room 215)

Customer: Good morning miss. Can you tell me where the stairs are? I want to walk down to the lobby.

Attendant: Certainly, the stairs are located right across from the elevator on each floor.

Customer: Thank you. We are here for a few days. Where can we get soda and ice?

Attendant: The soda machine is down the hallway on the left side. The ice machine is right next to the soda machine.

Customer: Is there a public telephone nearby?

Attendant: There is a public telephone in the lobby.

Customer: Does this hotel have an escalator?

Attendant: Yes, there are several escalators in the hotel. They are next to the stairs.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Directions (map B)

DIALOGUE #14

(Coming out of room 206)

Customer: Good morning miss. You can make-up my room; I am leaving now. Please tell me where is the swimming pool?

Attendant: Go straight down the corridor. As soon as you come to the soda machine, look on your right. The swimming pool is right there.

Customer: Thank you. Are there rest rooms near the pool?

Attendant: The restrooms are across from the swimming pool.

Customer: Where is the entrance to the ballroom?

Attendant: Go straight down this hall and make a left. The entrance to the ballroom is right there.

Customer: Thank you very much.

Casino Jobs - Housekeeping
Room Attendant
Dialogue: Room Attendant and Patron
Subject: Directions (map C)

DIALOGUE #15

Patron: Pardon me, can you tell me where a few places are? I´d like to know where the manager´s office is.

Attendant: We don´t have a manager´s office. Instead we have Guest Relations. The people there will help you with any problem you have.

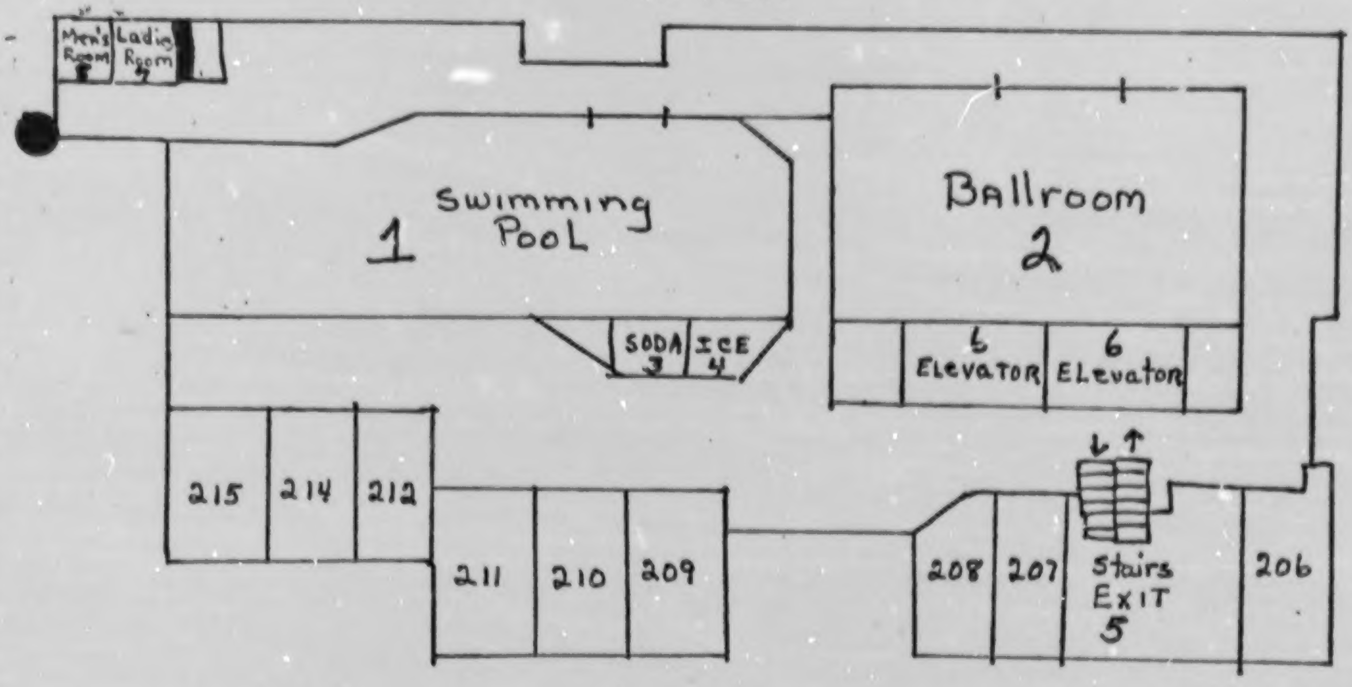
Patron: Can you tell me how to get there?

Attendant: Take the elevator to the first floor and go to the front desk. You will see a sign that says "Guest Relations".

Patron: Thanks. I´d like to get some lunch. Where can I get a sandwich?

Attendant: On the first floor - directly opposite the casino, there is a coffee shop and a restaurant. The restaurant is right next to the escalator.

MAP B
Casino Hotel
2nd Floor


Men's Room 8
Ladies Room 7
Swimming Pool
1
Ballroom
2
SODA 3
ICE 4
6 Elevator
6 Elevator
215
214
212
211
210
209
208
207
Stairs EXIT 5
206

1. Swimming Pool
2. Ballroom
3. Soda Machine
4. Ice Machine
5. Stairs
6. Elevator
7. Ladies Room
8. Men's Room

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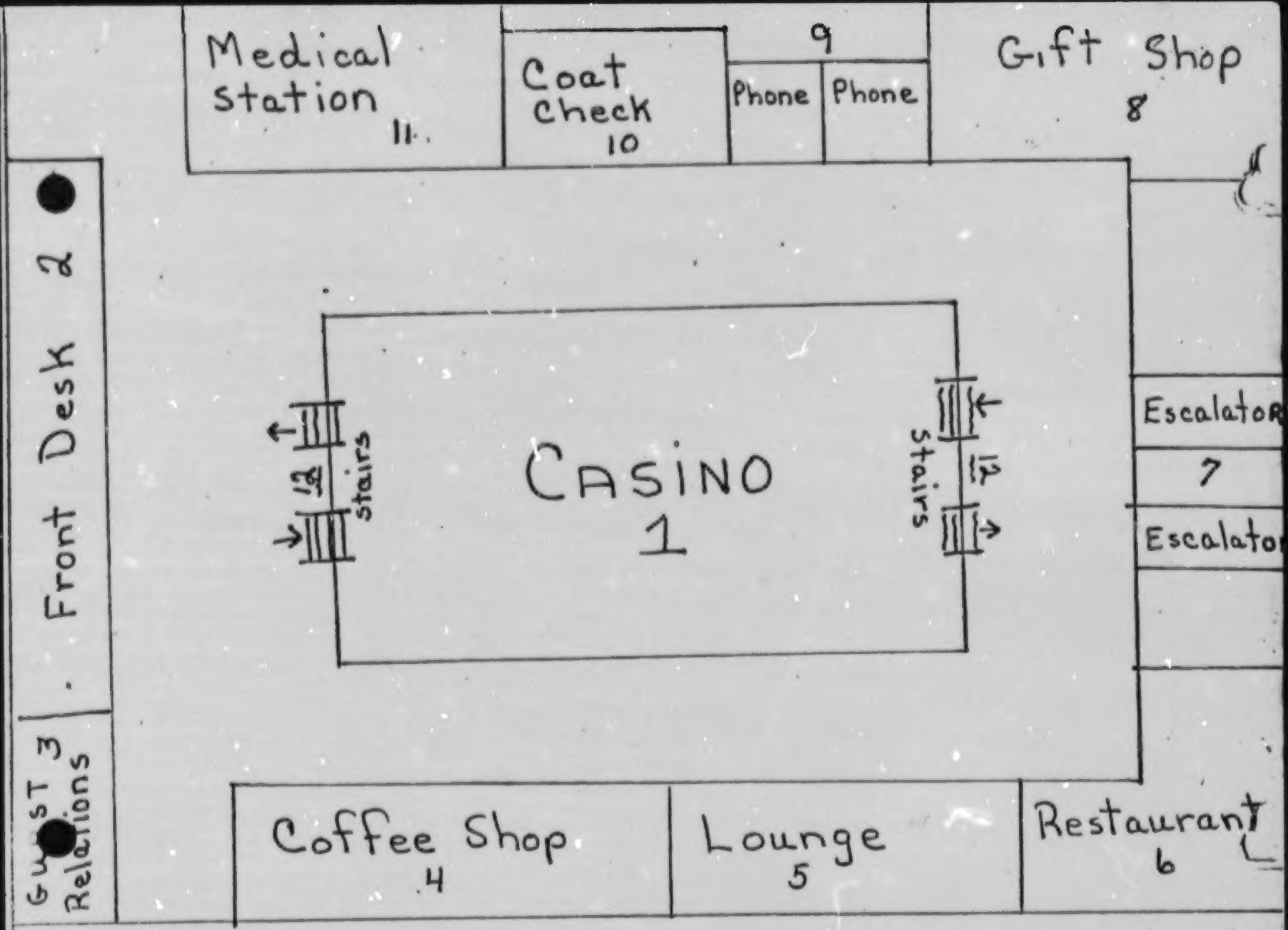
Medical station
11
Coat check
10
9
Phone
Phone
Gift Shop
8
Front Desk 2
Guest 3 Relations
Stairs
12
CASINO
1
Stairs
12
Escalator
7
Escalator
Coffee Shop
4
Lounge
5
Restaurant
6

MAP C
Casino Hotel
Main Floor

1. Casino	7. Escalator
2. Front Desk	8. Gift Shop
3. Guest Relations	9. Telephones
4. Coffee Shop	10. Coat Check
5. Lounge	11. Medical Station
6. Restaurant	12. Stairs

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Casino Jobs - Kitchen
Vegetable Cook
Dialogue: Mary and Denise
Subject:

DIALOGUE #1

Mary: I'm glad you can show me around the kitchen before I begin work next week.

Denise: I'm happy to do it. The boss lets all the employees see the kitchen before they begin work here.

Mary: It's a good idea. Now, I won't worry so much about what kind of work I have to do here.

Denise: That's right, Mary. After you see everyone work, you know what to expect.

Mary: Who is that man over there?

Denise: Oh, that's Dave. He's taking out a cutting board. He is ready to cut string beans.

Mary: That seems simple enough.

Denise: Yes, but he has to remember to wash and drain the beans before he cuts them.

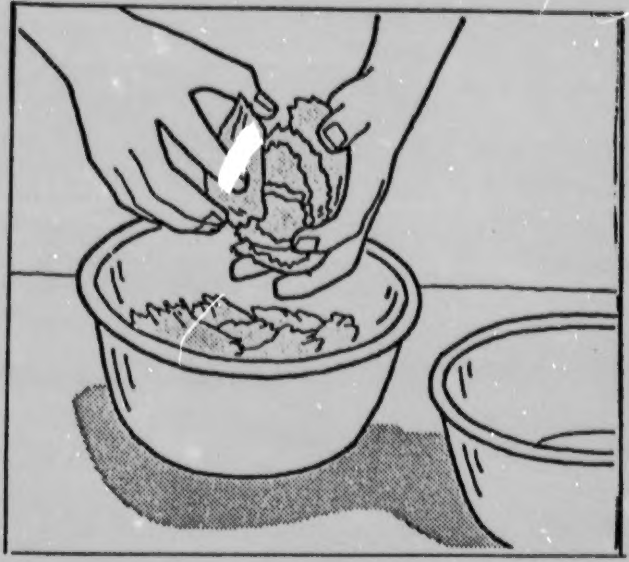
Mary: What happens when someone doesn't know how to prepare a vegetable?

Denise: When someone is new, the supervisor tells him to work with another kitchen worker who is experienced. The experienced worker shows the new employee what to do.

Casino Jobs - Kitchen
Vegetable Cook
Dialogue: Mary and Denise

DIALOGUE #2

Mary:	Denise, what are those three ladies doing?
Denise:	They're cutting celery, carrots, and onions.
Mary:	Is one of them a new employee?
Denise:	No. New employees are not the only people who work together.
Mary:	Why do those three work together?
Denise:	They have to prepare a large amount of fresh vegetables for a salad. When they work together, they get done faster.
Mary:	What's that lady doing?
Denise:	She's soaking radishes. Radishes have to be soaked before you use them. Sometimes, they are cut so that they look like little flowers.
Mary:	Is that a scale behind her?
Denise:	Yes. Sometimes certain amounts of vegetables have to be weighed for some recipes.



Casino Jobs - Kitchen
Vegetable Cook
Dialogue: Mary and Denise

DIALOGUE #3

Mary: I see a lot of signs in the kitchen.

Denise: There are signs to remind us of procedure and safety.

Mary: There's one above the sink. "Please Wash Hands."

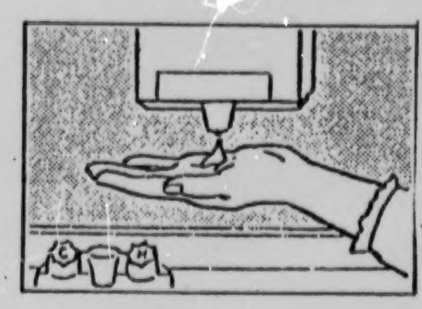
Denise: Yes. As part of procedure, all vegetable cooks and others who handle food have to wash their hands before they work.

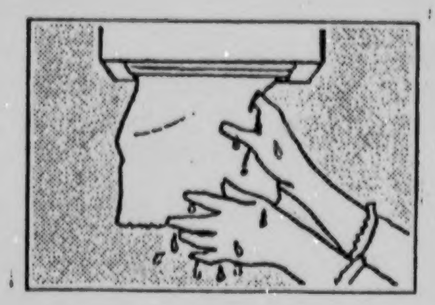
Mary: I see that everyone wears a hat. Why is that?

Denise: It's a rule. Everyone wears a hat, because hats keep the employee's hair covered. We don't want the customers to find any hair in their food.

Mary: Everyone wears an apron. Is that a rule too.

Denise: Yes. It's more sanitary to wear an apron and it keeps your clothes clean too.





Casino Jobs - Kitchen
Vegetable Cook
Dialogue: Mary and Denise
Subject:

DIALOGUE #4

Mary: What are those two men doing?

Denise: They're sauteing onions.

Mary: What does sauteing mean?

Denise: It means to fry lightly. They also have a pot on the stove to boil water. Notice the front burners are not on too high.

Mary: Why is that?

Denise: A high flame, especially on the front burners, is dangerous. People get burned easily or something can catch fire.

Mary: What do you do when a fire starts?

Denise: There are fire extinguishers in different sections of the kitchen. We can put out a small flame with those.

Mary: Well, what happens when there's a big fire?

Denise: We contact our supervisor and he calls the people who handle that. All the kitchen workers leave the kitchen right away.

Casino Jobs - Kitchen
Vegetable Cook
Dialogue: Mary and Denise
Sibject:

DIALOGUE #5

Denise: These people are preparing potatoes in various ways.

Mary: What's he doing?

Denise: That's Andre'. He's stuffing baked potatoes.

Mary: Is it difficult to make? They look very good.

Denise: You fill the potatoe shells and bake them at 350 degrees for about fifteen minutes.

Mary: That does sound easy. Thanks for the recipe. Is that man a vegetable cook too?

Denise: Yes. He's using a ladle to stir sauce for candied sweet potatoes.

Mary: A ladle? What's that?

Denise: It's like a big spoon. It's very good to use for pouring sauces or gravies over food.

Mary: Everyone looks very busy.

Denise: Yes. There's a lot to do here in the kitchen.

Casino Jobs - Kitchen
getable Cook
Dialogue: Helen and Ann

DIALOGUE #6

Helen: Ann, Mrs. Jacob said that I can work with you today.

Ann: That's good. I can use help. I have a lot to do.

Helen: What do you have to do first?

Ann: Those eggs are almost done boiling. I am going to remove the pot from the stove and drain the water.

Helen: Don't you have to put them in cold water next?

Ann: That's right, Helen. Then you can help me peel them.

Helen: Then what?

Ann: We put the peeled eggs in that bin over there.

Helen: Is that all you do with them?

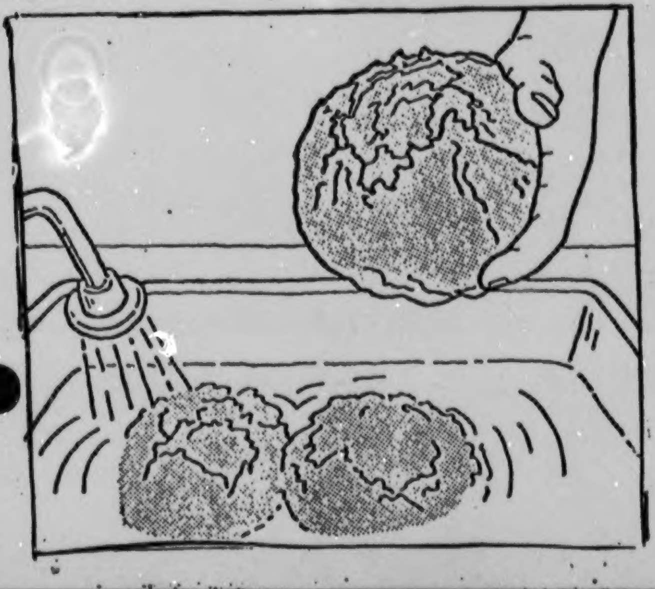
Ann: No. We put them in the refrigerator so they get cooler. Later, we can make egg salad. Some eggs can be used for other salads.

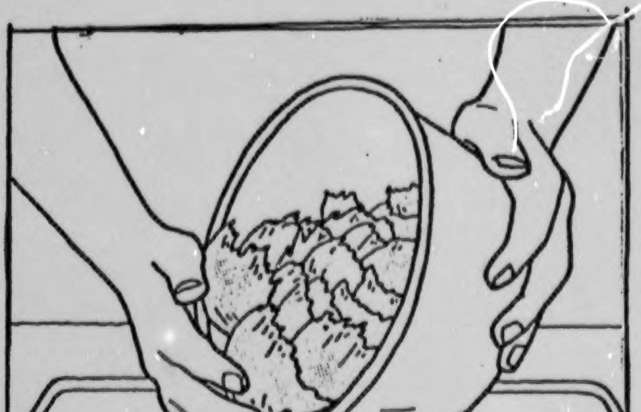
Helen: What can I do now to help you?

Ann: I am going to drain the water from the pot now. You can take that escarole on the counter and wash it.

Helen: Is it for a salad?

Ann: Yes, it is.





Casino Jobs - Kitchen
Vegetable Cook
Dialogue: Angelo and Marie
Subject:

DIALOGUE #7

Angelo: Marie, is the dip smooth yet?

Marie: Not quite. It still needs stirring.

Angelo: I have the chives here when you're ready. They taste so good in dips.

Marie: It's easy stirring with this spatula. Where is the paprika?

Angelo: It's on the counter next to the mustard. Are you going to put more mustard in the dip?

Marie: I don't think it needs any more mustard. Taste it. Angelo. What do you think?

Angelo: Hmmmmm, you're right. It has enough mustard. I think it tastes fine the way it is.

Marie: Angelo, can you hand me that glass bowl?

Angelo: Here you are.

Marie: Thanks. The dip really looks nice in this bowl.

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Vegetable Cook - Schedule

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Julio Villas (chef)	4-12am	4-12am	4-12am	OFF	OFF	4-12am	4-12am
Sandra Gibbs (chef)	11-7pm	11-7pm	11-7pm	4-12am	4-12am	OFF	OFF
Kaye Watson (cook)	4-12am	4-12am	4-12am	OFF	OFF	4-12am	4-12am
Ramón Fuentes (cook)	11-7pm	11-7pm	11-7pm	11-7pm	11-7pm	OFF	OFF
Will Sanders (cook)	4-12am	OFF	OFF	4-12am	4-12am	11-7pm	11-7pm
Kitty O'Shea (Ass't cook)	OFF	OFF	4-12am	4-12am	4-12am	4-12am	4-12am
Marta Calva (Ass't cook)	4-12am	4-12am	OFF	OFF	4-12am	4-12am	4-12am
Tom Johns (Ass't cook)	11-7pm	11-7pm	11-7pm	11-7pm	11-7pm	OFF	OFF
Pam Wolfe (Ass't cook)	11-7pm	11-7pm	11-7pm	OFF	OFF	11-7pm	11-7pm
Jay Brody (Ass't cook)	OFF	OFF	4-12am	4-12am	4-12am	4-12am	4-12am

Casino Jobs - Kitchen
Vegetable Cook
Schedule Vegetable Cook

Questions

1. Which cooks work with Chef Julio Villas on Monday?

2. Which assistant cook has the weekend off?

3. Which chef does cook Ramon Fuentes work with?

4. What hours does assistant cook Pam Wolfe work on the weekend?

5. Which days does cook Kaye Watson have off?

6. What hours does assistant cook Kitty O'Shea work every day?

7. Which assistant cook has Wednesday and Thursday off?

8. Which cook does Pam Wolfe work with on the weekend?

Casino Jobs - Kitchen
Vegetable Cook
Schedule Vegetable Cook

Answer Key

1. Kay Watson and Will Sanders
2. Tom Johns
3. Sandra Gibbs
4. 11:00 a.m. - 7 p.m.
5. Thursday and Friday
6. 4 p.m. - 12 a.m.
7. Marta Calva
8. Will Sander

Casino Jobs - Kitchen
Vegetable Cook
Math Exercise/Schedule

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Sample Problem

Larry makes $7.00 per hour. He works a 40 hour week. What is his salary?

$7.00 = rate of pay
x 40 = number of hours worked
$280.00 weekly salary

For overtime Larry makes time and a half. What does he make an hour for overtime?

$7.00 x 1/2 = $3.50

$7.00 = time
+3.50 = half
$10.50 = overtime rate

Use the schedule on the previous page and the following information to answer these questions:

Pay Rate : Chef = $9.25 per hour
Cook = $7.50 per hour
Asst. Cook = $6.00 per hour

40 hour week; time and a half for overtime.

1. How much does Sandra Gibbs make this week?

2. Will Sanders works 4 hours overtime. What is his gross pay?

3. Pam and Ramon both work a forty hour week. How much more does Ramon make than Pam?

4. Kitty's gross pay is $240.00. Her employer takes the following deductions:

income tax	$34.16
state tax	$ 7.45
Social Security	$ 4.85

What is Kitty's take-home pay?

Casino Jobs - Kitchen
Vegetable Cook
Math Exercises/Schedule

ANSWER KEY

1. $370.00

$$\begin{array}{r} \$9.25 \\ \underline{\times\ 40} \\ \$370.00 \end{array}$$

2. $345.00

a. $$\begin{array}{r} \$7.50 \\ \underline{\times\ 40} \\ \$300.00 \end{array}$$

b. $7.50 x 1/2 = $3.75

c. $$\begin{array}{r} \$7.50 \\ \underline{+3.75} \\ \$11.25 \end{array}$$

d. $$\begin{array}{rl} \$11.25 & \\ \underline{\times\ \ 4} & \\ \$45.00 & \text{overtime} \end{array}$$

e. $$\begin{array}{rl} \$300.00 & \text{pay} \\ \underline{+\ 45.00} & \text{overtime} \\ \$345.00 & \text{total} \end{array}$$

3. $60.00

Ramon
$$\begin{array}{r} \$7.50 \\ \underline{\times\ 40} \\ \$300.00 \end{array}$$

Pam
$$\begin{array}{r} \$6.00 \\ \underline{\times\ 40} \\ \$240.00 \end{array}$$

$$\begin{array}{rl} \$300.00 & \\ \underline{-240.00} & \\ \$\ 60.00 & \text{more} \end{array}$$

4. $193.54

$$\begin{array}{rl} \$34.16 & \\ 7.45 & \\ \underline{+\ 4.85} & \\ \$46.16 & \text{deductions} \end{array}$$

$$\begin{array}{rl} \$240.00 & \text{salary} \\ \underline{-\ 46.46} & \text{deductions} \\ \$193.54 & \text{take home pay} \end{array}$$

VOCABULARY

lbs. - pounds
oz. - ounce
med. - medium
c. - cup
tblsp - tablespoon
peel
par boil
drain
saute
quarters
season
stir
mixture
avoid
sticking
ingredients
double
diced
chopped

Casino Jobs - Kitchen
Vegetable Cook
Recipe - Vegetable Cook

Potatoes Supreme - serves 8

3 lbs Maine potatoes skinned
1 8 oz can mushrooms - stems and pieces
2 med. onions diced
1/4 c. butter
salt and pepper to taste

Directions:

1. Peel potatotes and par boil in slightly salted water - drain.
2. In skillet saute onions and mushrooms in butter.
3. Cut potatoes into quarters.* Season to taste.
4. Cook mixture for about 20 minutes on low heat. Stir often to avoid sticking.

* Add potatoes to onion mixture.

Casino Jobs - Kitchen
Vegetable Cook
Exercises

QUESTIONS/Recipe (Potatoe Supreme)

1. What are the three main ingredients of this recipe?

2. Before you add the potatoes to the onion mixture, what do you do to the potatoes?

3. How long does the recipe cook?

4. What does doubling the recipe mean?

5. Double the ingredients - how much of each ingredient do you need?

6. Why do you have to stir the recipe often while cooking?

Casino Jobs - Kitchen
Vegetable Cook
Exercises

ANSWER KEY/ Recipe - Potatoe Supreme

1. potatoes, onions, mushrooms

2. potatoes must be par boiled

3. 20 miniutes

4. 2 times as much

5. 6 lbs of potatoes
   16 oz mushrooms
   4 med. onions
   1/2 c. butter

6. to keep it from sticking

Casino Jobs - Kitchen
Steward

DIALOGUE #1 - VOCABULARY

supervisor
kitchen
responsibility
schedule
shift
clean
apron
wash
scrub
soap
sponge
rack
dishwasher
stack
wheel
counter
cloth
floor
mop

SAFETY FOR STEWARDS

still?
I love you.
SAFETY!

Casino Jobs - Kitchen
Steward

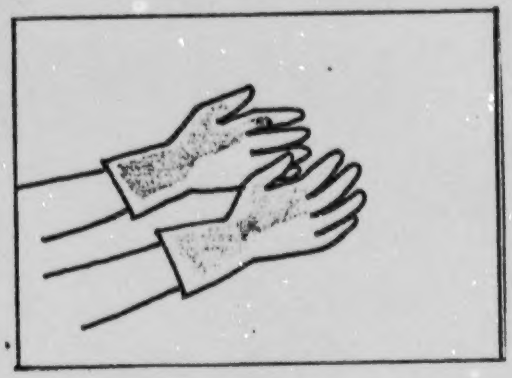
Vocabulary

- basic policy
- protect
- goggles
- mask
- to engage in
- horseplay
- equipment
- unplugged
- caution
- frylator
- damage
- electric cords
- blades
- steam hose
- distance
- splash
- safe
- steam hose
- cracks
- leaks
- squeeze
- toxic chemicals
- straighten
- avoid
- supervisor
- inhaling
- fumes
- detergent
- container
- mark
- contents
- designated place
- beware
- flammable
- preventing
- electric sparks
- extinguisher
- kitchen
- twisting
- overreaching
- off balance
- trash compactor
- inspect
- stoop
- grasp

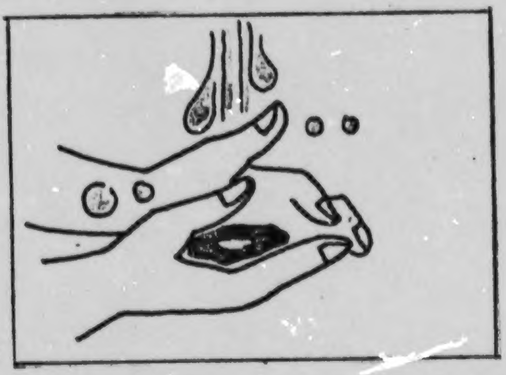
Casino Jobs - Kitchen
Steward

BASIC POLICY

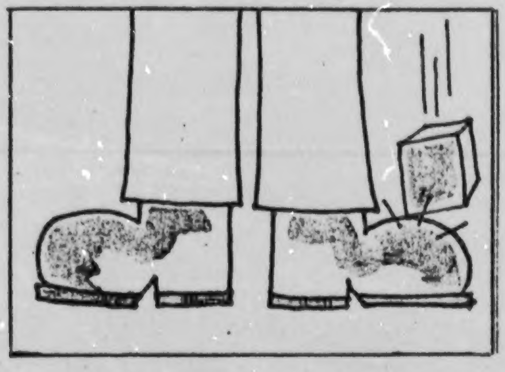
1. When cleaning, always wear gloves to protect hands.



2. Always wash hands when finished working.

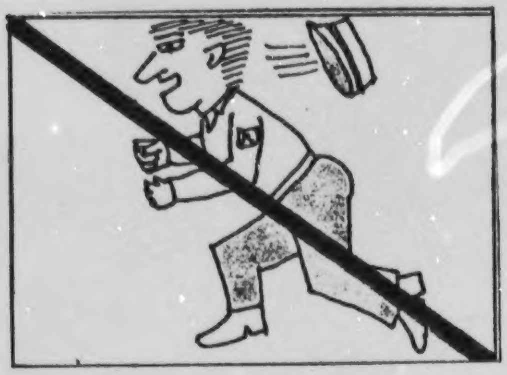


3. Always wear hard shoes to protect feet.

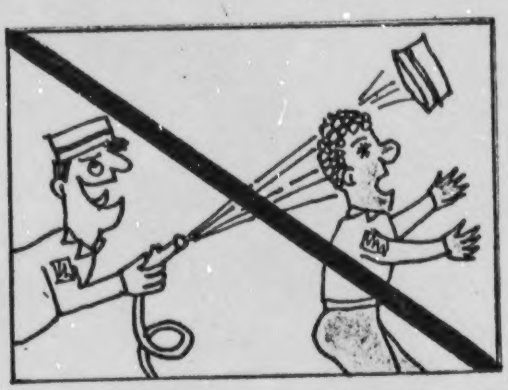


BASIC POLICY (Cont.)

4. Never run in work area.



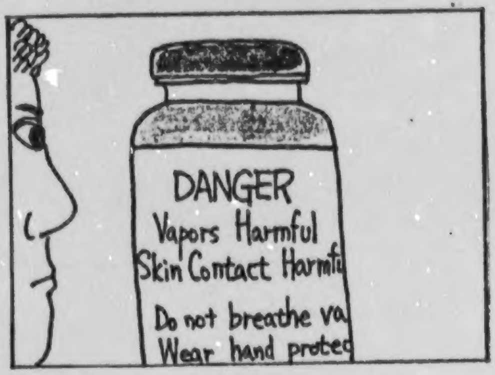
5. Never engage in horseplay on the job.



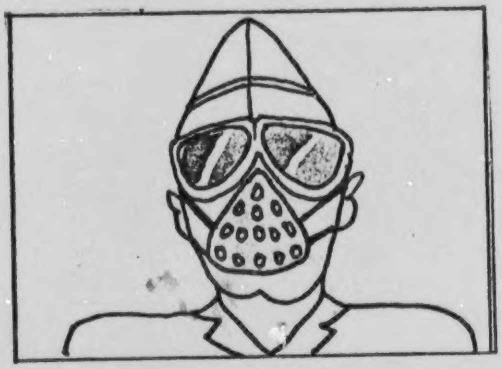
Casino Jobs - Kitchen
Steward

HANDLING CHEMICALS

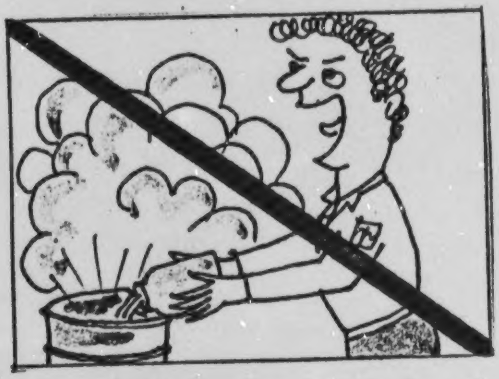
1. Before using chemicals, always read labels for directions.


DANGER
Vapors Harmful
Skin Contact Harmfu
Do not breathe va
Wear hand protec

2. Always wear goggles or mask when using toxic chemicals.

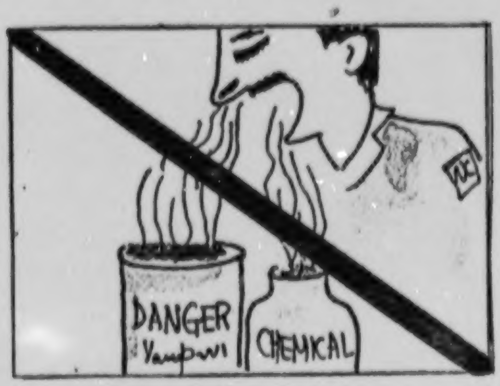


3. Never mix chemicals without supervisor's approval.

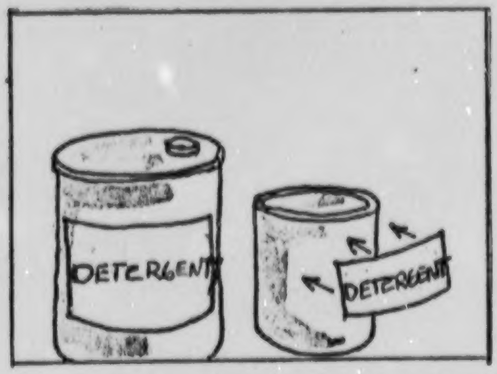


HANDLING CHEMICALS (Cont.)

4. Avoid inhaling toxic fumes.

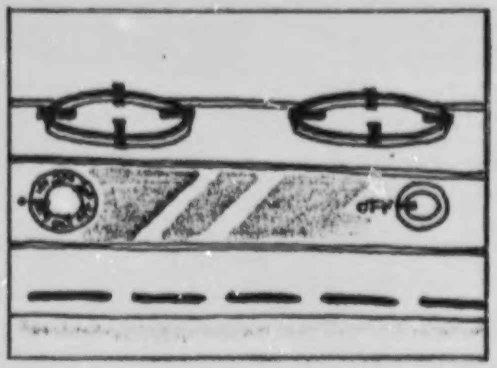

DANGER
Vampwi
CHEMICAL

5. When pouring detergent into a different container, mark contents of new container.

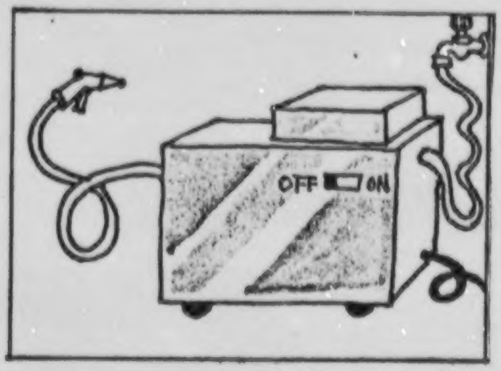

DETERGENT
DETERGENT

CLEANING THE EQUIPMENT

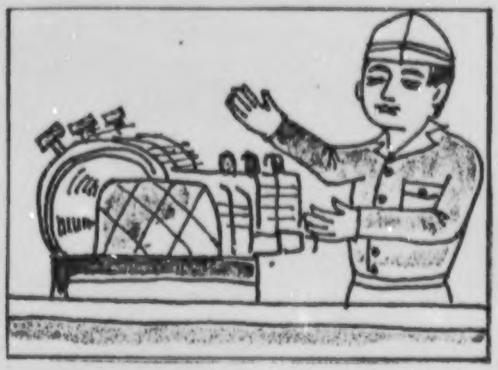
1. Before cleaning the equipment, make sure it is turned off or unplugged.



2. Before cleaning the frylator, make sure it is cooled down and there is no oil in it.

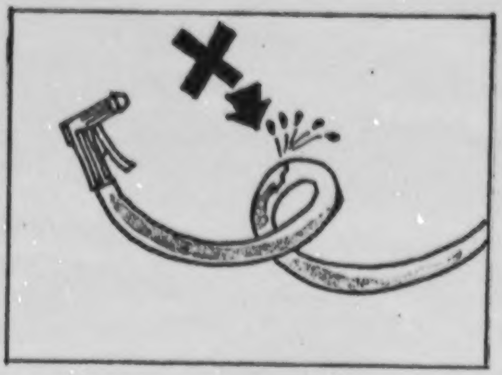


3. When taking apart machines, be cautious when you handle blades or sharp parts.

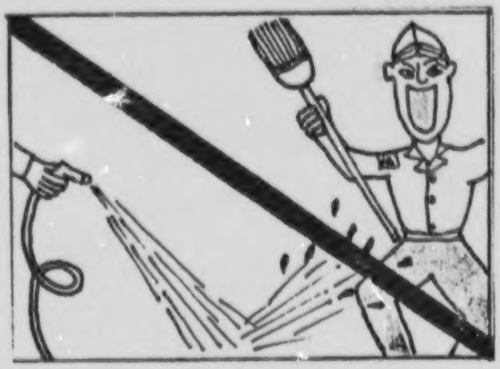


CLEANING THE FLOOR

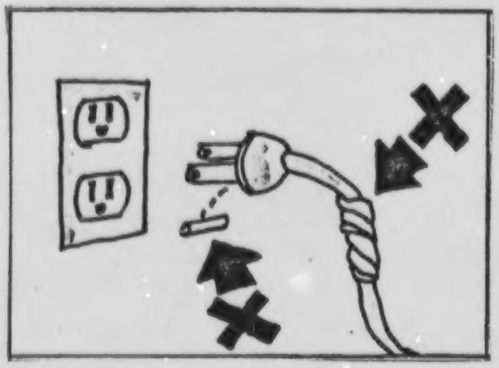
1. Before using the steam hose. check hose for cracks or leaks.



2. When using the steam hose, keep a safe distance so that hot water doesn't splash on you or other workers.

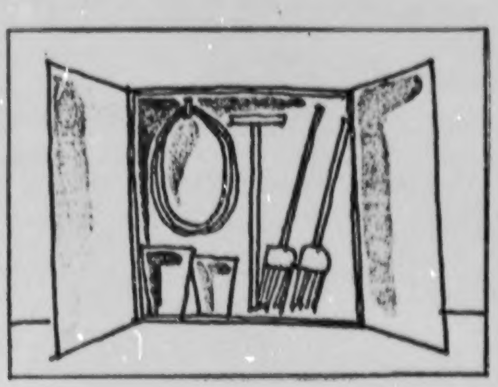


3. Before using electric cords, inspect them for damage.



CLEANING THE FLOOR (Cont.)

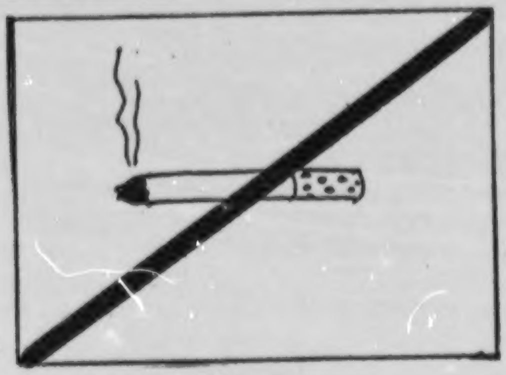
4. When finished using cleaning equipment, return it to its designated place.



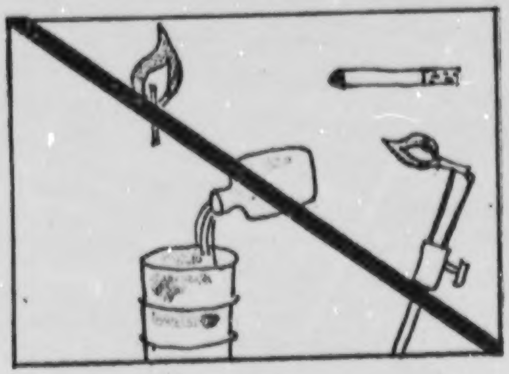
Casino Jobs - Kitchen
Steward

PREVENTING FIRES

1. Obey NO SMOKING signs.



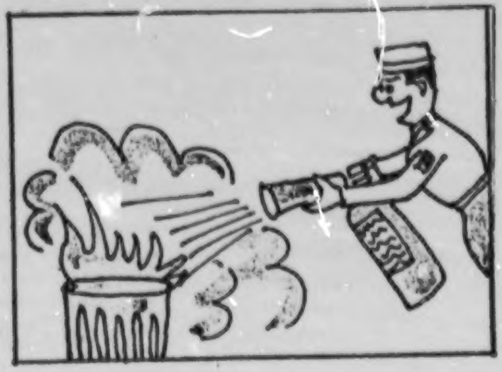
2. Beware when flammable liquids are used. There can be no open flames, smoking, or electric sparks near flammable liquids.



3. Keep work area cleaned up at all times.

PREVENTING FIRES (Cont.)

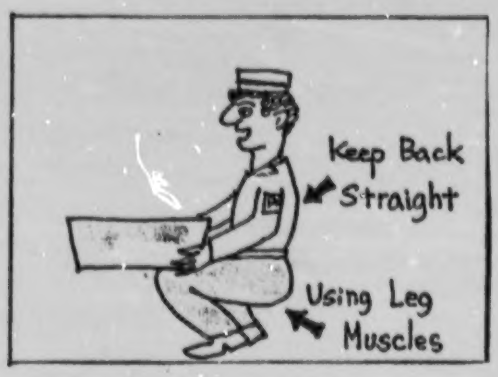
4. In case of small fire, use fire extinguisher in the kitchen.



Casino Jobs - Kitchen
Steward

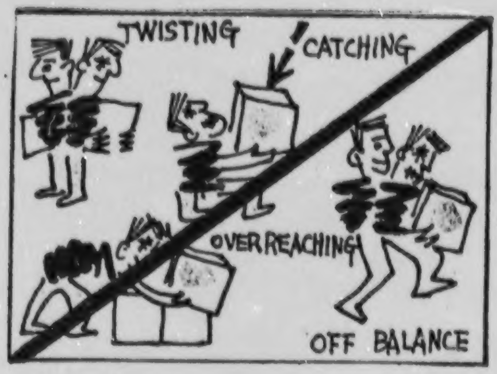
EMPTYING THE TRASH

1. When lifting a heavy load:


Keep Back Straight
Using Leg Muscles

stoop	grab	keep back straight	straighten using leg muscles for support

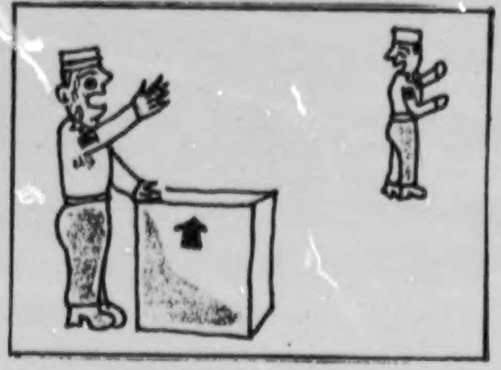
2. Avoid:


TWISTING
CATCHING
OVERREACHING
OFF BALANCE

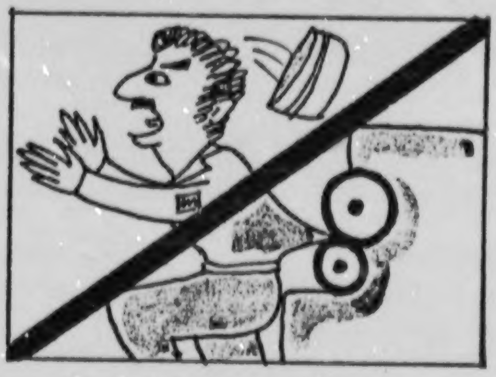
twisting	overreaching	catching	losing balance

EMPTYING THE TRASH (Cont.)

3. Call for help when load is too heavy.



4. Avoid getting clothing caught in trash compactor.



Casino Jobs - Kitchen
Steward

QUESTIONS

1. What should you wear to protect your hands when cleaning?

2. What should you wear to protect your face and eyes when cleaning?

3. Why shouldn't you wear soft shoes at work?

4. What does horseplay mean?

5. What should you check before cleaning the frylator?

6. What should you check before cleaning the oven?

QUESTIONS (Cont.)

7. Before using the steam hose, check hose for ________________ and ______________.

8. Why should you keep a safe distance from workers when using the steam hose?

9. To what place do you return cleaning equipment when you are finished?

10. What should you do before using any chemicals?

11. What does toxic mean?

12. Why should you not inhale chemical fumes?

QUESTIONS (Cont.)

13. What should you do to a new container when you pour detergent into it?

14. Why shouldn't you smoke around flammable liquids?

15. What should you do if a small fire starts in the kitchen?

16. What is the correct way to lift a heavy load?

17. What should you do when the load is too heavy for you?

18. Why should you avoid twisting or overreaching when lifting a load?

Casino Jobs - Kitchen
Steward

ANSWER KEY

1. gloves
2. mask, goggles
3. They don't protect feet if something drops or spills on them.
4. loud, rough play
5. Check to see if it is cooled down and there is no oil in it.
6. Check to make sure it is turned off.
7. leaks, cracks
8. So you don't splash them with hot water.
9. To the designated place.
10. Read label for directions.
11. harmful, poisonous
12. They are harmful to your body.
13. Mark the contents.
14. You could start a fire.
15. Use a fire extinguisher.
16. Stoop, grab, keep back straight, and straighten using leg muscles for support.
17. Call for help.
18. So you won't hurt your back.

Casino Jobs - Kitchen
Steward
Dialogue: Steward, Carlos
Supervisor, Mr. Gonzalez
Subject: Reading a Work Schedule

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DIALOGUE #1

Mr. Gonzalez: Good morning Carlos, I am Carmen Gonzalez, your supervisor. This is the area of the kitchen that is your responsibility.

Carlos: What do you want me to do, and what hours do I work?

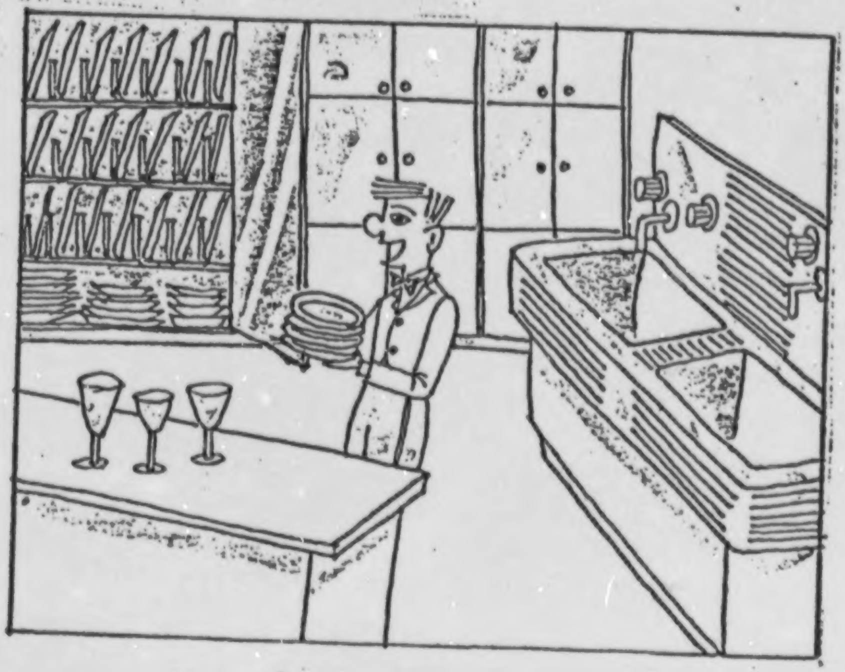
Mr. Gonzalez: The schedule on the wall has your name and the shifts you work. It also tells your days off.

Carlos: Is this the only room I clean?

Mr. Gonzalez: You can begin here, and as you learn the job you can move to another kitchen.

Carlos: That's fine.

Mr. Gonzalez: Put on an apron and Antonio can show you what to do today. Take a few extra minutes to look at the schedule for this week.



Steward Schedule

	MON	TUES	WED	Thur	FRI	SAT	SUN
Antonio Vega	Kit A 7Am-3pm	Kit A 7Am-3Pm	off	off	Kit B 12Pm-8Pm	Kit B 12Pm-8Pm	Kit A 10Am-6A
John Jones	off	off	Kit A 7Am-3PM	Kit A 7Am-3Pm	Kit A 7Am-3Pm	Kit A 7Am-3Pm	Kit B 12Pm-8Pm
Frank Smith	Kit B 7Am-3Pm	Kit B 7Am-3Pm	Kit B 12Pm-8Pm	off	off	Kit A 6Pm-2Am	Kit B 12Pm-8P
Larry Wilson	Kit C 6Pm-2Am	Kit C 6Pm-2Am	Kit C 6Pm-2Am	Kit C 6Pm-2Am	off	Kit C 12Pm-8Pm	off
Chou Lin	Kit. C 6Pm-2Am	Kit. C 6Pm-2Am	Kit. C 6Pm-2Am	Kit C 6Pm-2Am	off	Kit C 12Pm-8Pm	off
Carlos Amaro	Kit A 7Am-3Pm	Kit A 7Am-3Pm	off	off	Kit B 12Pm-8Pm	Kit B 7Am-3Pm	Kit A 10Am-6A

533

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~~pg 52~~
55

Casino Jobs - Kitchen
Steward

Questions/Steward's Schedule

1. What time does Antonio go to work on Monday and Tuesday?

2. In which kitchen does Frank work on Monday and Tuesday?

3. Who works the same shift as Carlos all week?

4. Who is off on Thursday and Friday?

5. Who is not off two days in a row?

6. Two people work in only one kitchen. Who are they?

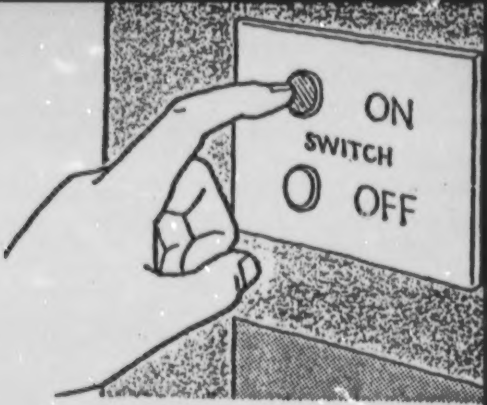
7. Some of the stewards have to be to work early in the morning so they can get to work. What are the hours of this early shift?

8. Some workers are off after midnight. What are the hours of this shift?

Casino Jobs - Kitchen
Steward

Answer Key/Steward's Schedule

1. 7 AM
2. kitchen B
3. Antonio Vega
4. Frank Smith
5. Larry Wilson & Chou Lin
6. Larry & Chou
7. 7 AM - 3 PM
8. 6 PM - 2 AM



Casino Jobs - Kitchen
Steward
Dialogue: Steward, Carlos
Steward, Antonio
Subject: Describing Duties of the Steward

DIALOGUE #2

Antonio: Hello, Carlos. Join me. First we wash these shelves with that soap. Then we scrub this sink.

Carlos: Do I use this sponge and soap to clean?

Antonio: Yes. Use these detergents on the shelf. Then move further down the kitchen and clean the bowls, cake pans, and coffee bins.

Carlos: What do I do with these dirty dishes?

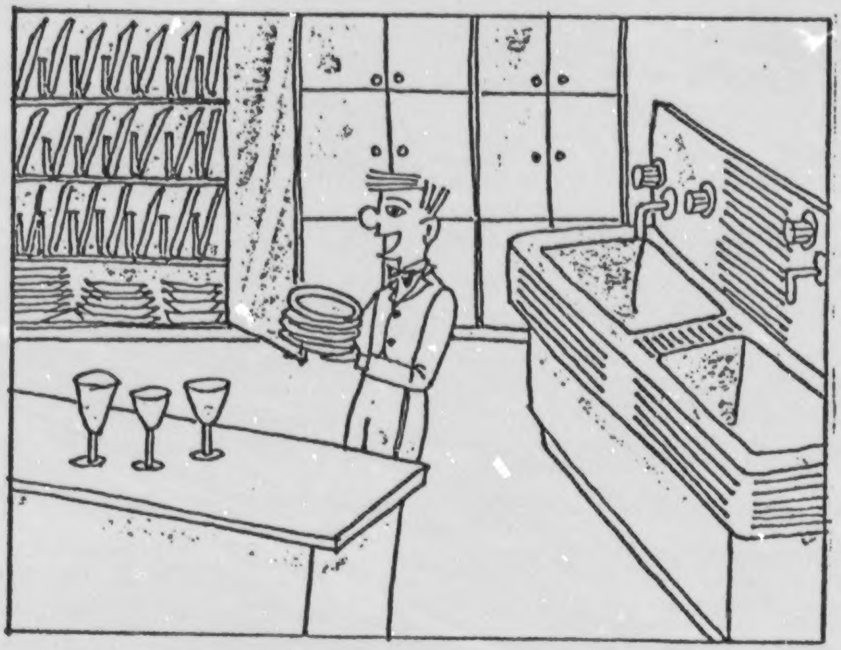
Antonio: Put the dirty dishes in this rack. They go through the dishwasher and come out the other side.

Carlos: What do I do after the dishes are clean?

Antonio: Take the dishes out of the washer and stack them on the shelves over there.

Carlos: Do the clean glasses go on that shelf, also?

Antonio: No, the clean glasses belong in these clean racks so we can wheel them out to the restaurant.



Casino Jobs - Kitchen
Steward
Dialogue: Steward, Carlos
Steward, Antonio
Subject: Describing Duties of the Steward

DIALOGUE #3

Carlos: This is hard work. I am very tired at the end of the day.

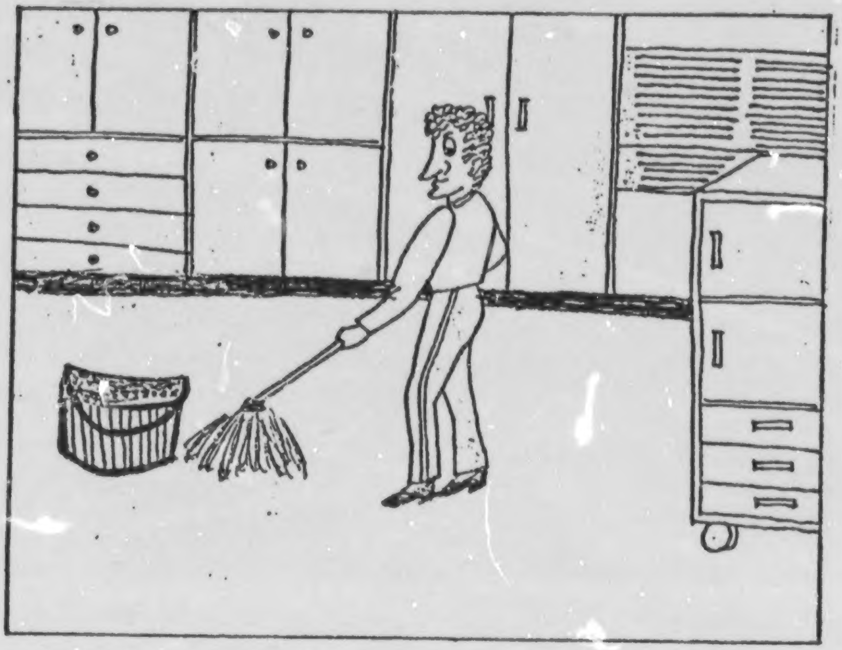
Antonio: The first day is always the hardest; you will get used to it. After all the dishes and glasses are clean - then we can clean everything else.

Carlos: What do you want me to do?

Antonio: You can wash the top of the counters with the soap and that cloth.

Carlos: What about the floor?

Antonio: I can mop the floor when we finish with the other cleaning.



Casino Jobs - Kitchens
Steward
Dialogue: Supervisor, Mike, John

DIALOGUE #4

Supervisor: Today we are going to strip down the kitchen and clean from top to bottom.

Mike: Where do I start?

Supervisor: You can start with the stove. Take it apart and clean each section separately.

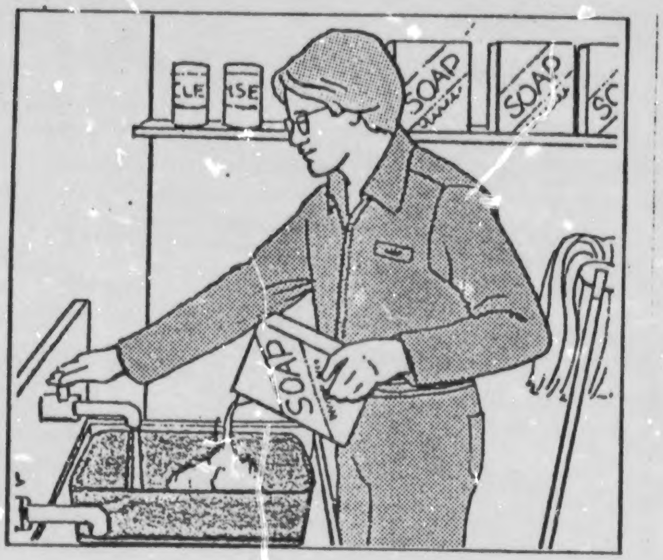
John: Can I help him?

Supervisor: No, you begin with the shelves where the dishes are kept.

Mike: Which cleaner do I use?

Supervisor: Each bottle has a label telling for what it is used.

John: Let's get started Mike. This is going to take all day to do.



Casino Jobs - Kitchen
Steward
Dialogue: Bob, Juan

DIALOGUE #5

Juan: I need to learn about the different kinds of cleaners.

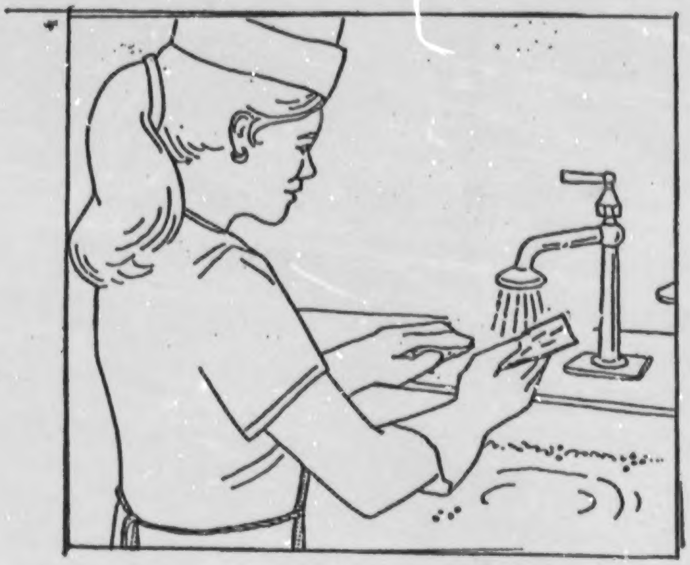
Bob: There are only a few kinds. One for the countertops, one for the dishes, and one for the floors. DOn't mix them up.

Juan: I hope my hands don't get all red from the cleaners.

Bob: Wear gloves whenever you can. Then the chemicals in the cleaners won't burn your skin.

Juan: That's good advice. I think I'll start cleaning the sink now. It is very dirty.

Bob: Remember, when we finish the kitchen will shine.



Casino Jobs - Kitchen
Steward
Dialogue: Manuel, Bob

DIALOGUE #6

Bob: There are so many dishes to wash tonight. We must have served hundreds of people.

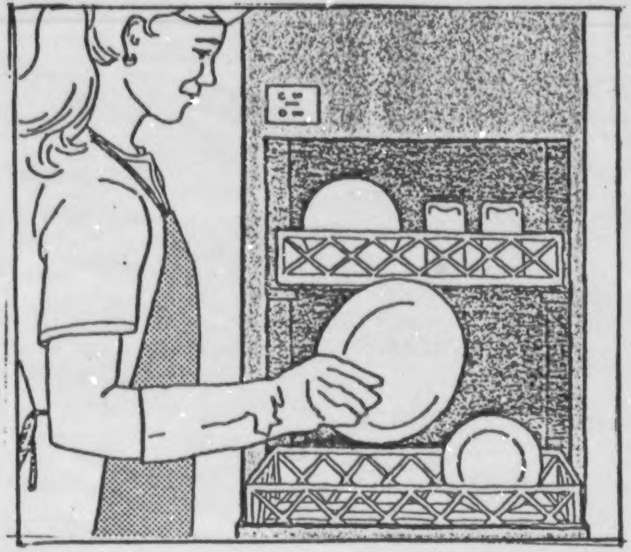
Manuel: I'm glad there is a machine to wash them. It can take hours to wash this many.

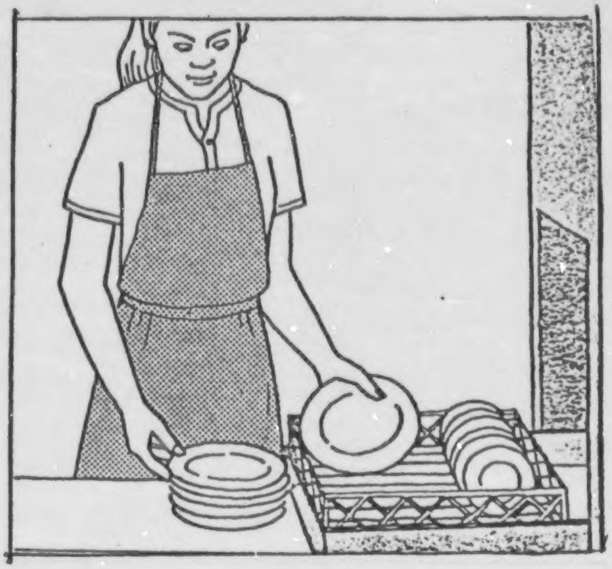
Bob: I'll load the dirty ones in this end. You take out the clean ones to stack them.

Manuel: The shelves are labeled for each kind of plate. It is hard to make a mistake.

Bob: Just remember to sort the dishes by size.

Manuel: We may be here all night with this amount of dirty dishes.





Casino Jobs - Kitchen
Steward
Dialogue: Supervisor, Juan

DIALOGUE #7

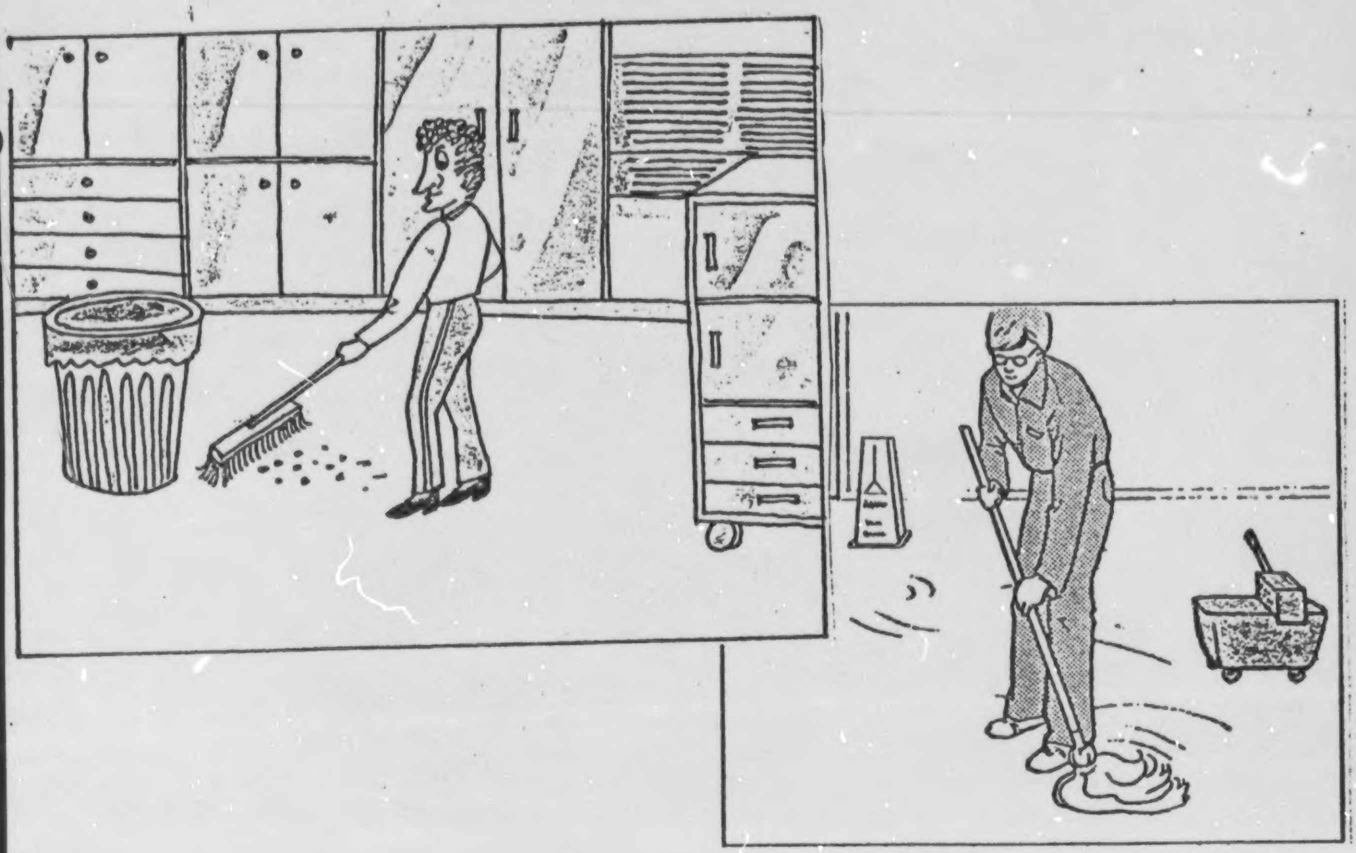
Supervisor: What a mess there is in this kitchen tonight. What is all that dirt on the floor?

Juan: Someone spilled a plate with food and I had trouble cleaning it up.

Supervisor: We are finished serving. Please sweep the floor and scrub it thoroughly. We can not take a chance on having any bugs in here.

Juan: Which cleaner should I use.

Supervisor: Use that green liquid in the big container. It is the best cleaner we have.



Casino Jobs - Restaurant
Bus Person
Dialogue: Bus Person, Charlie
Supervisor

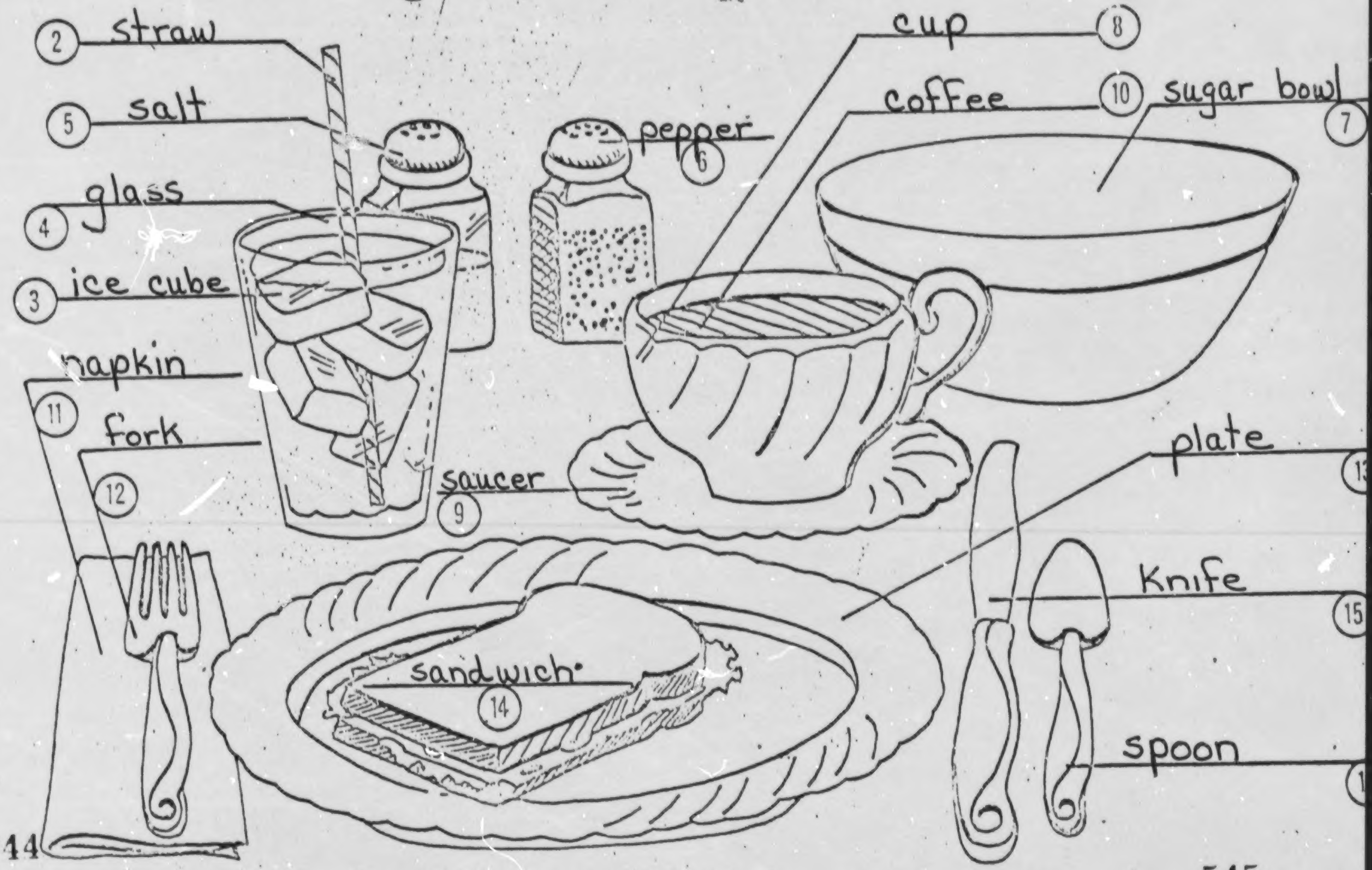
DIALOGUE #1 - VOCABULARY

waitress
silverware
edge
knife
spoon
schedule
kitchen
napkin
pitcher
dish
cart
fork
knife
napkin
pitcher
face

properly
diagram
utensil
fork
supervisor
dirty
section
customer
station
portable
silverware
spoon
plate
glass
dish
toward

© 1979, EASY AIDS, IN

① table setting


② straw
⑤ salt
④ glass
③ ice cube
napkin ⑪
fork ⑫
saucer ⑨
pepper ⑥
cup ⑧
coffee ⑩
sugar bowl ⑦
plate
sandwich ⑭
knife ⑮
spoon

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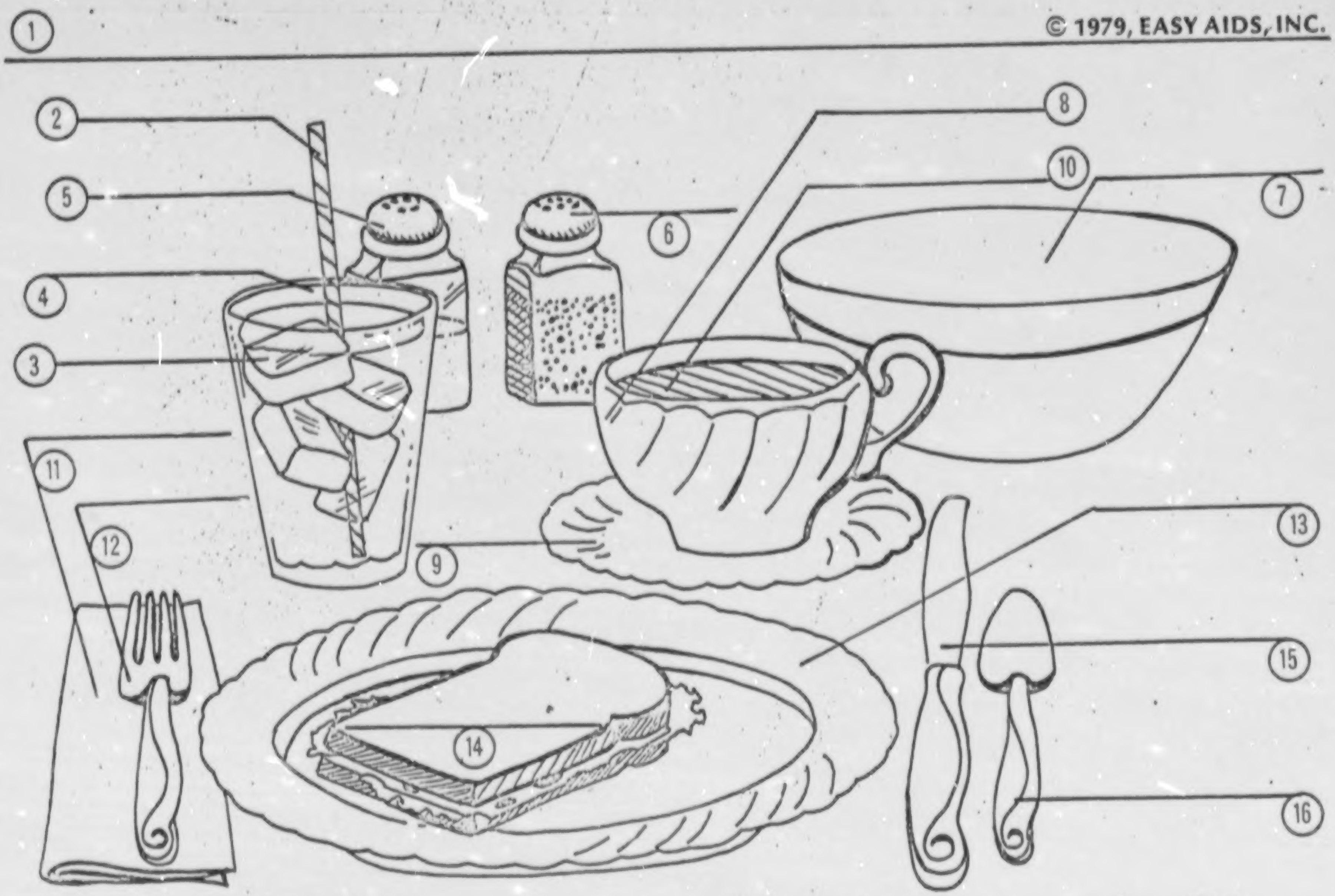
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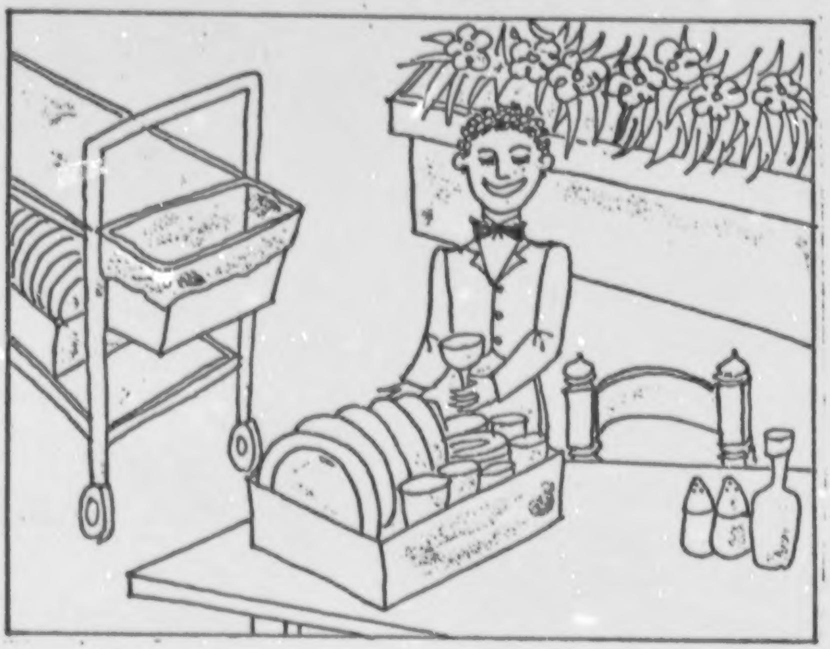
Casino Jobs - Restaurant
Bus Person
Reading Exercise

José is a bus person.
He works in a casino hotel.
José likes his job and the people who work with him.
He clears the tables and sets them up for new customers.
José makes $5.60 per hour.
He works a forty hour-week.



1. Where does José work?

2. What kind of job does José have?

3. How does José feel about his job?

4. How much does Jose make per hour?

5. What is José's job?

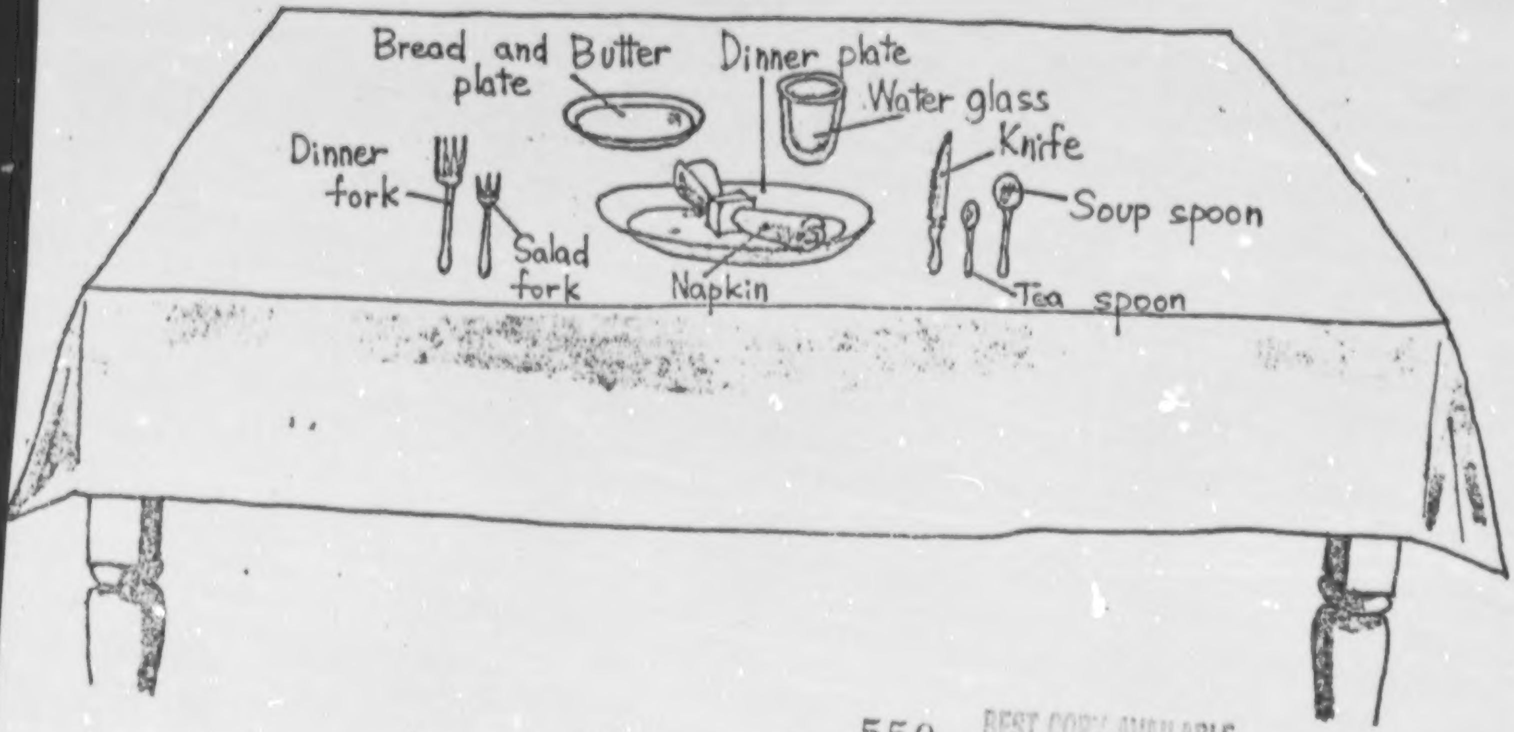
6. How many hours a week does José work?

7. What is José's weekly salary?

Casino Jobs - Restaurant
Bus Person
Reading Exercise

ANSWER KEY

1. In a casino hotel.
2. A job as a bus person.
3. Jose´ likes his job.
4. $5.60 per hour.
5. Jose´ clears tables and sets them up for new customers.
6. 40 hours a week.
7. $224 a week.


Bread and Butter plate
Dinner plate
Water glass
Knife
Dinner fork
Soup spoon
Salad fork
Napkin
Tea spoon

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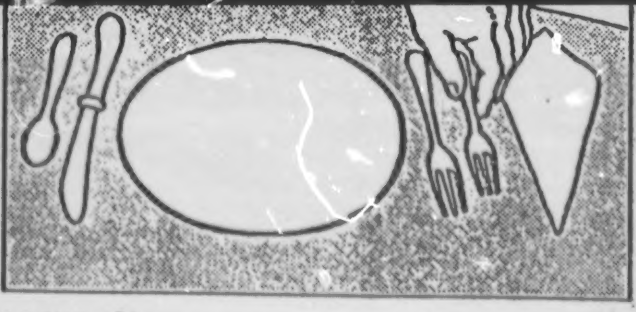
Casino Jobs - Restaurant
Bus Person
Dialogue: Bus Person, Charlie
Supervisor



DIALOGUE #1

Supervisor: Good afternoon, Charlie. Hang your coat in the closet.

Charlie: Hello, Mr. Jones. I'm happy to begin my new job as a bus person. What do you want me to do?

Supervisor: Your job is to help the waitresses in Section A. Charlie, it is important to first set the tables. It must be done properly. The silverware must be put in the right place on the table.

Charlie: Please show me the proper way to set the table.

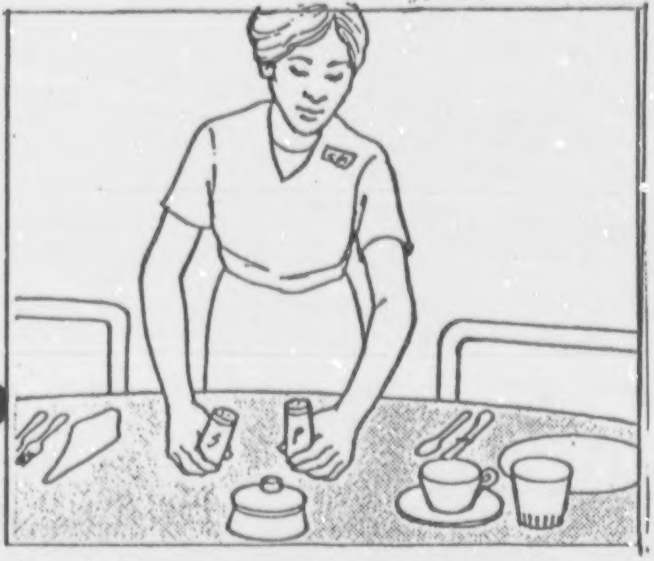
Supervisor: Here is a diagram you can take home to study. I'll show you on this table. Put silverware one inch from the bottom of the table. The utensil farthest from the plate is the one to be used first.

Charlie: Does it matter which side the spoons and forks go on?

Supervisor: Place the knives at the right; sharp edges face toward the plate. Place forks to the left of the plate. Put the spoons for appetizer and soup to the right of the knife.

Charlie: This picture really helps me.

Supervisor: Good. You can begin work now. First, fill the salt and pepper shakers for each table.



Bus Person
Dialogue: Bus Person, Charlie
Bus Person, Sam

DIALOGUE #2

Charlie: I like my job as a bus boy. I hope you like working here too, Sam.

Sam: How do I know what my hours are?

Charlie: Each week the supervisor puts a work schedule on the board. Look at this. This week I have Wednesday , and Thursday off.

Sam: Which tables do I take care of?

Charlie: On the schedule, it shows you are in section B of the dining room. See this chart; it tells you which tables belong to which section.

Sam: Oh. I see. Section B is for all the tables from 11-20.

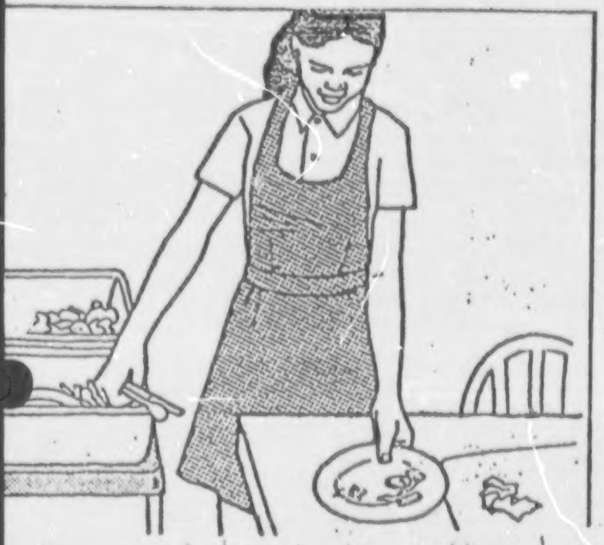
Charlie: Here is your portable cart.

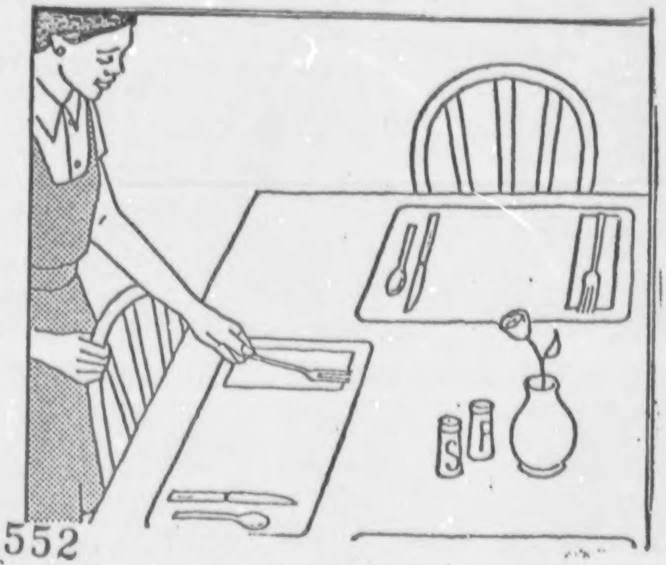
Sam: How do I use this?

Charlie: First, you clear each table with dirty dishes. Second, you clean and reset the table as you go along. Third, you wheel the cart into the kitchen. Fourth, you unload it.

Sam: This is hard work.

Charlie: You can get used to it in no time.

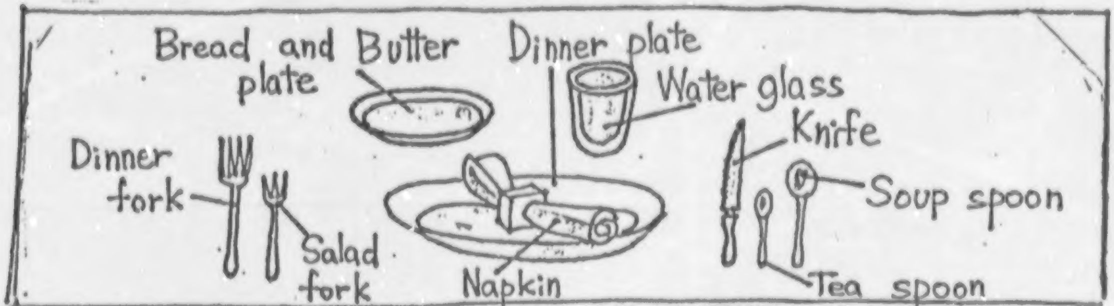




Casino Jobs - Restaurant
Bus Person
Dialogue: Bus Person, Charlie
Waitress, Maria
Subject:

DIALOGUE #3

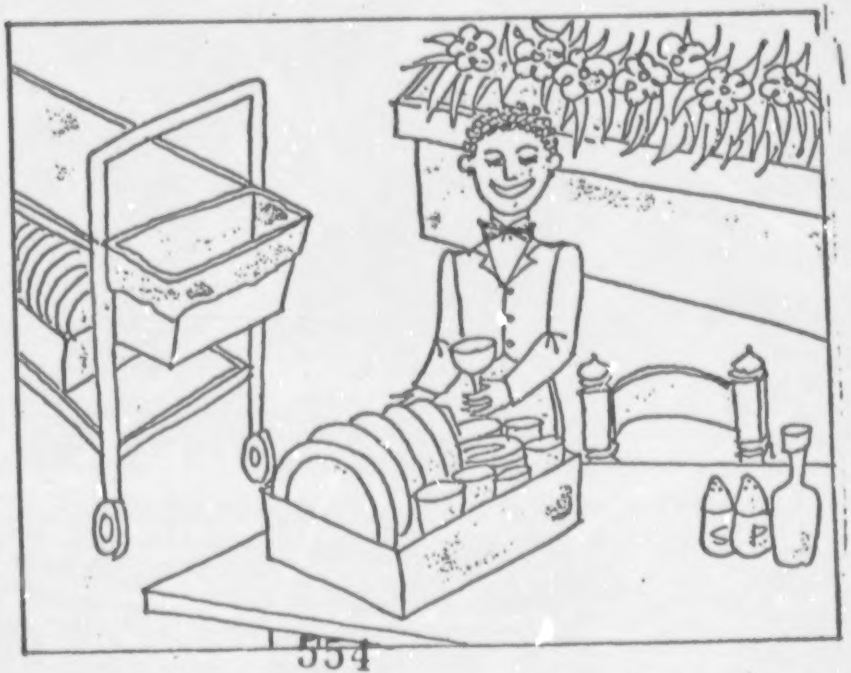
Maria:	Hello, Charlie. My name is Maria. It looks like we work in the same section.
Charlie:	I know how to put the silverware on the table. Show me the right way to put the glasses, plates, and napkins.
Maria:	The main plate goes in the center between the silverware. Put the bread and butter plate directly above the forks. Put the water glass at the right near the point of the knife.
Charlie:	Where does the napkin go?
Maria:	Roll the napkin and place it in this ring and put it in the middle of the dish. Some places do it differently.
Charlie:	When do I fill the water glass?
Maria:	Fill the water glasses after the customer sits down. Use the water pitcher to do that. Only fill the glass three-fourths full.
Charlie:	Thank you for your help.
Maria:	Anytime.


Bread and Butter plate
Dinner plate
Water glass
Knife
Dinner fork
Soup spoon
Salad fork
Napkin
Tea spoon

Casino Jobs - Restaurant
Bus Person
Dialogue: Bus Person, Charlie
Bus Person, Sam

DIALOGUE # 4

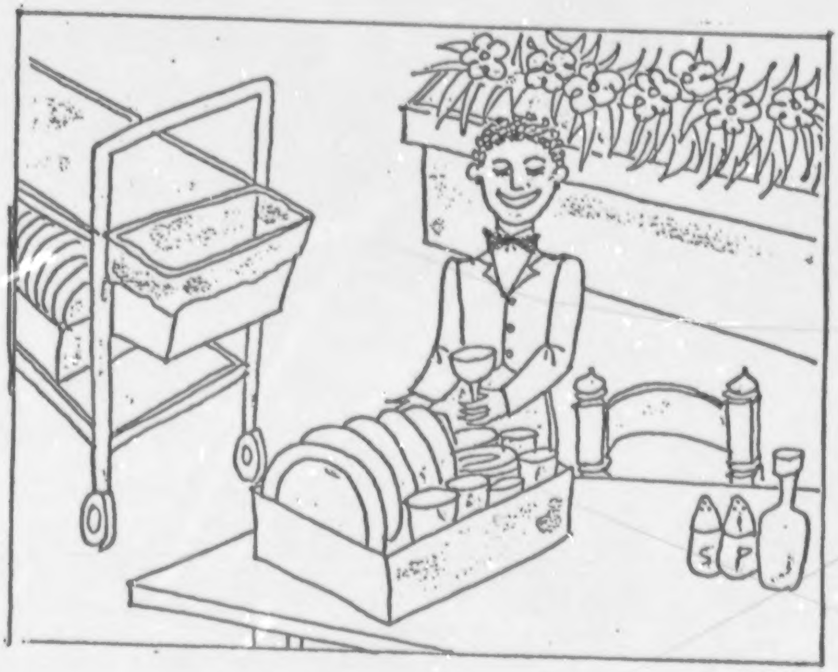
Sam:	I want to know what to do at the work station, Charlie.
Charlie:	The work station keeps us very busy. This is the place we refill the coffee pitchers so they are always ready for the waitresses.
Sam:	Where do I put the clean dishes and glasses?
Charlie:	On the side of the work station are plastic trays to stack clean plates and glasses. It is important not to run out of clean items for the table.
Sam:	I'm glad I can use the portable cart to take the dirty dishes away to the kitchen.
Charlie:	It helps a lot. I don't drop dishes using it. Good luck with the job.
Sam:	Thanks.



Casino Jobs - Restaurant
Bus Person
Dialogue: Bill, Julio

DIALOGUE #5

Bill:	I enjoy setting the table.
Julio:	Why do you like doing this?
Bill:	I like to see how nice the table looks when it is first set with all clean plates and glasses.
Julio:	Don't you like the rest of the job?
Bill:	I like all of the work. However, it is not as pleasant to look at dirty dishes as clean ones.
Julio:	Can you carry the dirty dishes to the kitchen?
Bill:	I can carry the dirty dish tray if it is not too heavy. Sometimes I use the cart to wheel them to the kitchen.



Casino Jobs - Restaurant
Bus Person
Dialogue: Sam, Charlie

DIALOGUE #6

Charlie: Come over here, Sam. Let me show you about the other beverages.

Sam: What do the words "hot" and "cold" mean on those faucets.

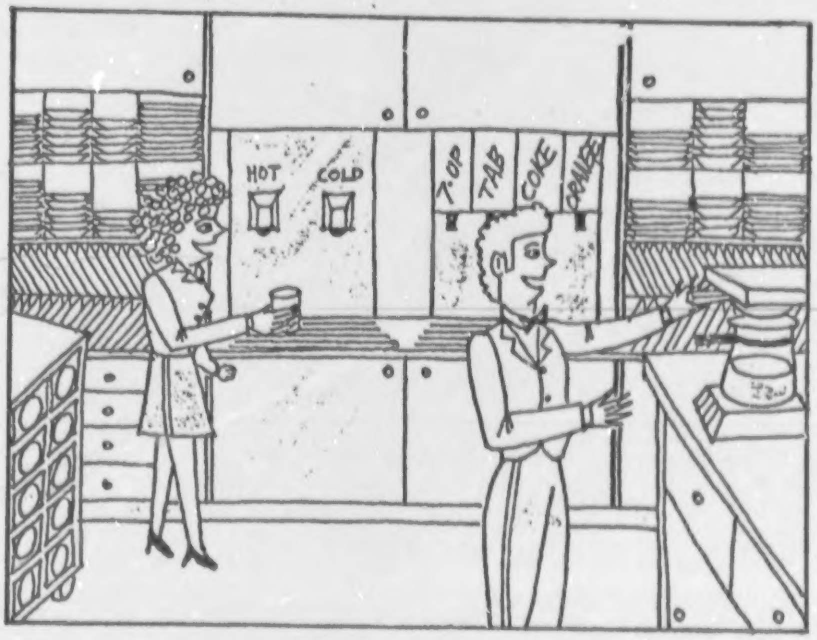
Charlie: That is where you get water. The cold is to fill the water pitchers and the hot is for tea.

Sam: Where do I find ice tea?

Charlie: Large gallon containers of ice tea are kept in the 1st refrigerator on the right.

Sam: Where are all the glasses kept?

Charlie: Clean glasses are kept in racks over there. Don´t ever use a glass with spots. The customer will think it´s dirty.



Casino Jobs - Restaurant
Bus Person
Dialogue: Sam, Charlie

DIALOGUE #7

Sam: The coffee urn is steaming. Is anything wrong?

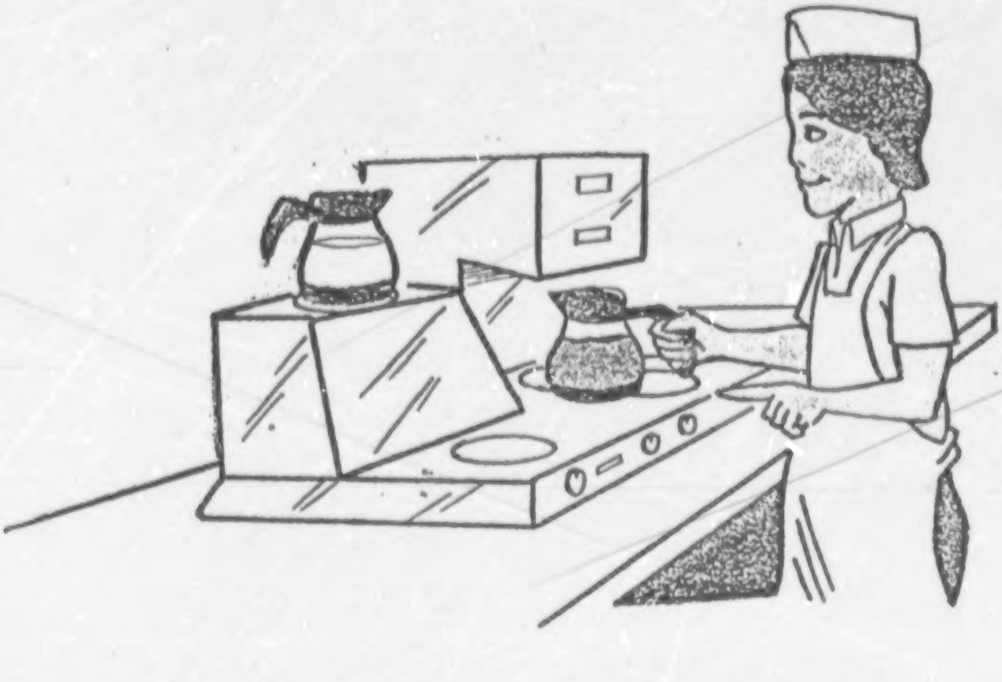
Charlie: No, Sam. The coffee machine does that when it runs. Did anyone show you how to use the coffee machine yet?

Sam: No, they haven't. I want to learn. Can you show me?

Charlie: Come here. On this wall next to the urn are the directions in case you forget.

1. Pour cold water into urn up to the fill line.
2. Place basket in top of urn.
3. Measure in enough coffee to fill line in basket.
4. Place lid on top.
5. Turn on machine and let it brew.

Sam: Thanks. You're a big help.



Casino Jobs - Restaurant
Bus Person
Dialogue: Julio, Maria

DIALOGUE #8

Julio: I like working in this restaurant. It is a nice place.

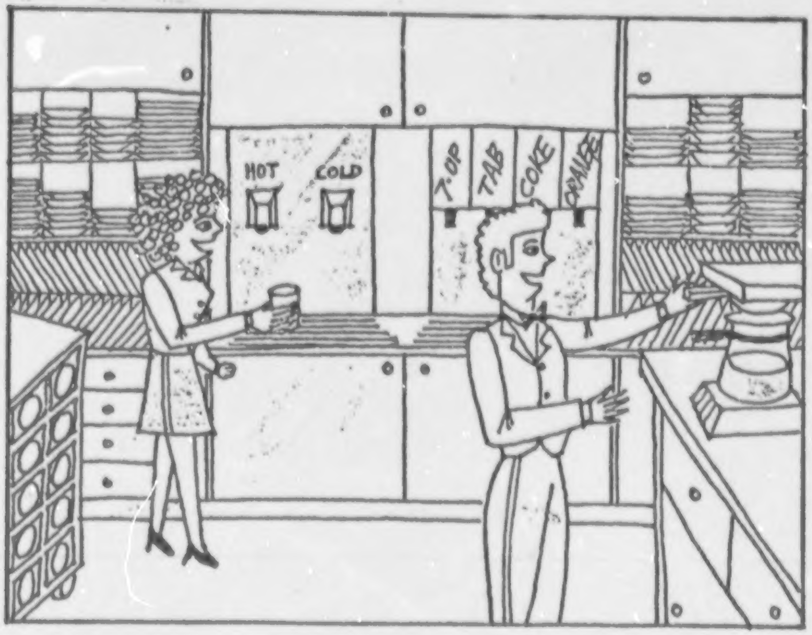
Maria: I think so too. I like my job here.

Julio: The work station is very well organized. It has everything I need to set the tables properly.

Maria: The dishes are stacked on the shelves by size. They are easy to locate. Here are the bread and butter plates.

Julio: That's good. It is right here in the middle stack.

Maria: Don't forget to put one of the bread and butter plates with each place setting.



SCHEDULE- OUR CORNER RESTAURANT (Table Assignments listed)

		MONDAY	TUESDAY	Wednesday	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SAM	BP	12-9 Section B	12-9 Section B	12-9 Section B	8-4 Section A	8-4 Section E	OFF	OFF
JULIO	BP	OFF	OFF	12-9 Section A	12-9 Section C	12-9 Section A	8-4 Section A	8-4 Section A
Charlie	BP	8-4 Section C	12-9 Section C	OFF	OFF	12-9 Section D	12-9 Section B	12-9 Section B
Bill	BP	8-4 Section D	8-4 Section B	8-4 Section C	12-9 Section B	OFF	OFF	12-9 Section D
MARIA	FS	12-9 Section B	OFF	OFF	8-4 Section A	8-4 Section A	8-4 Section A	8-4 Section A
HARVIER	FS	12-9 Section D	8-4 Section B	8-4 Section C	OFF	OFF	12-9 Section B	12-9 Section D
LiSA	FS	8-4 Section C	12-9 Section C	12-9 Section B	12-9 Section B	12-9 Section D	OFF	OFF
JOAN	FS	OFF	OFF	12-9 Section A	12-9 Section C	12-9 Section A	12-9 Section E	12-9 Section C
JOHN	H	OFF	OFF	12-9	8-4	8-4	8-4	8-4
CAROL	H	12-9	12-9	OFF	OFF	12-9	12-9	12-9
CINDY	C	12-9	12-9	12-9	OFF	OFF	12-9	12-9
HECTOR	C	8-4	8-4	8-4	8-4	8-4	OFF	OFF

BP - Bus Person
FS - Food Server
H - Host/Hostess
C - Cashier

Section	Tables
A	1 - 10
B	11- 20
C	21- 30
D	31- 40
E	41- 50

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Casino Jobs - Restaurant
Bus Person
Our Corner Restaurant Schedule

QUESTIONS

1. Which cashier works 8 to 4 everyday?
2. At what time does Sam go to work on Monday?
3. Which shift does Harvier work on Wednesday?
4. In which section does Joan work on Friday.
5. Which two days does Maria have off?
6. Who is the bus person in Section B on Saturday?
7. Which food server has the weekend off?
8. Who is the busboy in section A on Friday?
9. Which host/hostess works 12-9 on the weekend?

Casno Jobs - Restaurant
Bus Person
Our Corner Restaurant Schedule

ANSWER KEY

1. Hector
2. 12 (noon)
3. 8-4
4. Section A
5. Tuesday + Wednesday
6. Charlie
7. Lisa
8. Julio
9. Carol

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk

A GOOD WORKER FOLLOWS SAFETY RULES

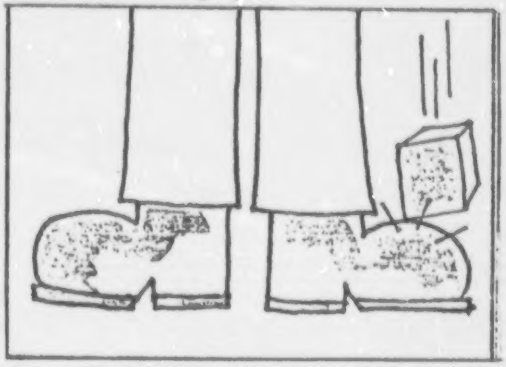
Directions: Draw a line from each rule to its matching picture.

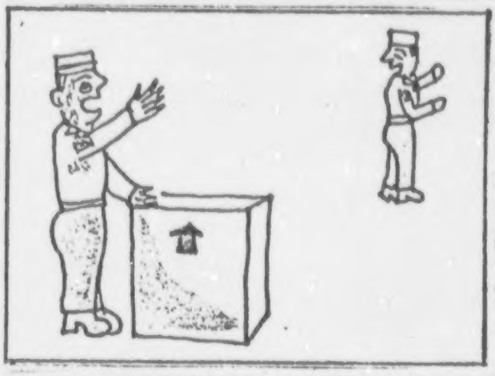
1. Don't run in the work area.

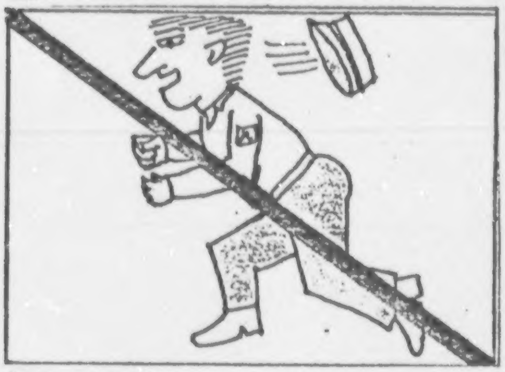
2. Wear hard shoes to protect your feet.

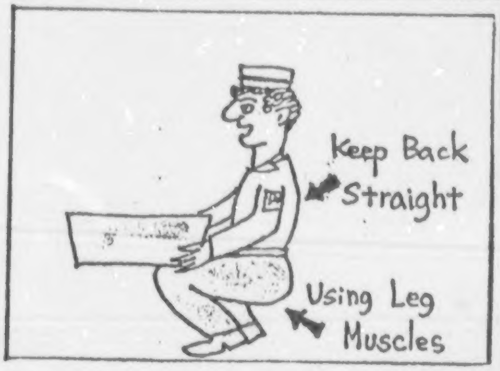
3. Lift heavy loads the right way.

4. Call for help if you need it.








Keep Back Straight
Using Leg Muscles

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk

Answer Key
Exercise/ A GOOD WORKER FOLLOWS SAFETY RULES

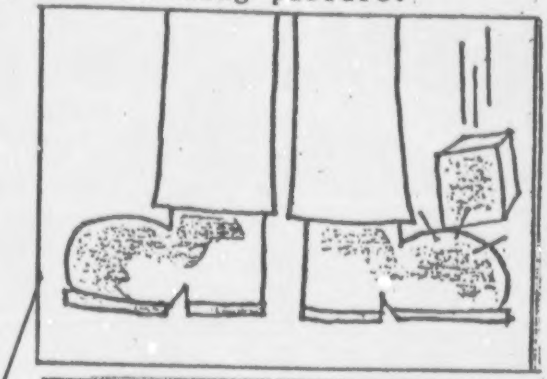
Directions: Draw a line from each rule to its matching picture.

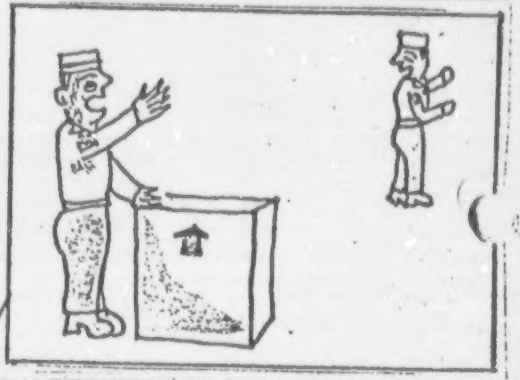
1. Don't run in the work area.

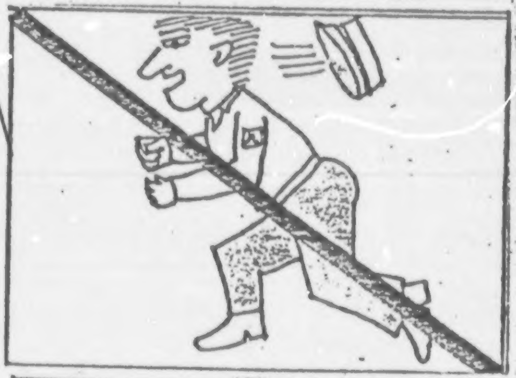
2. Wear hard shoes to protect your feet.

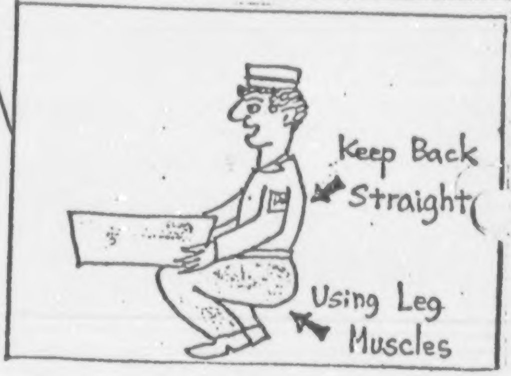
3. Lift heavy loads the right way.

4. Call for help if you need it.



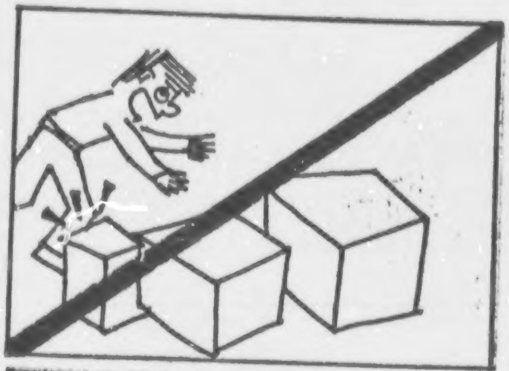




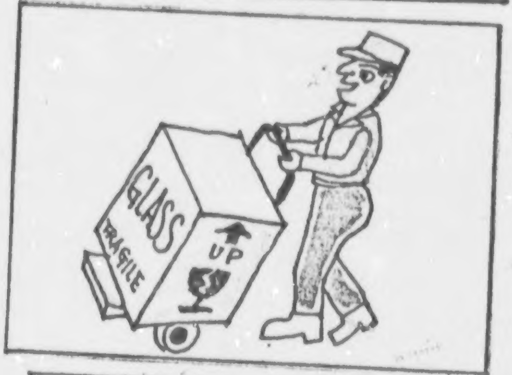

Keep Back Straight
Using Leg Muscles

A GOOD WORKER FOLLOWS SAFETY RULES (Cont.)

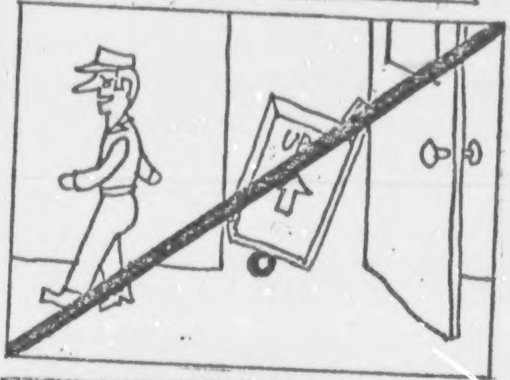
5. Avoid straining your body.



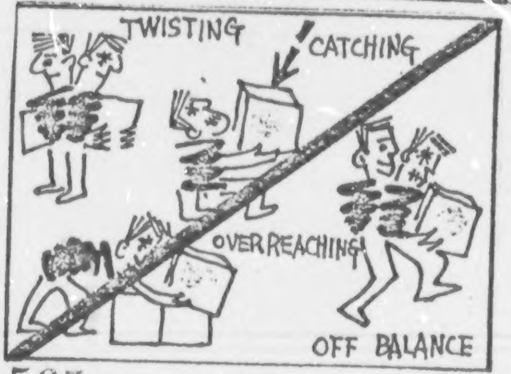
6. Don't leave hand trucks or hand carts in the way.


GLASS
FRAGILE
UP

7. Don't leave boxes lying around.



8. Handle with care boxes marked "fragile".


TWISTING
CATCHING
OVERREACHING
OFF BALANCE

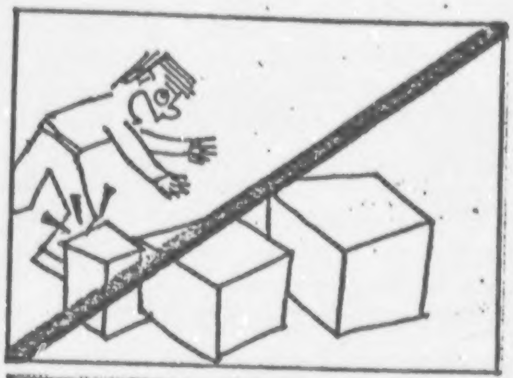
Answer Key
Exercise/A GOOD WORKER FOLLOWS SAFETY RULES (Cont.)

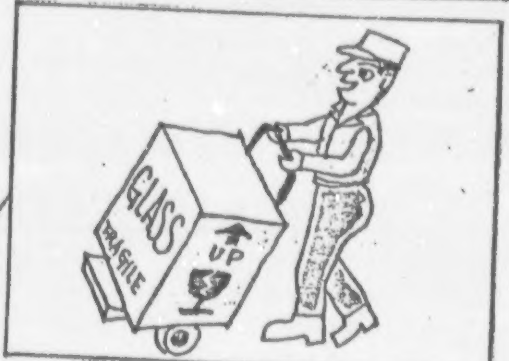
5. Avoid straining your body.

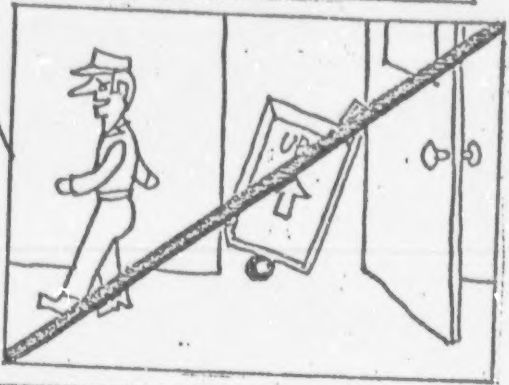
6. Don´t leave hand trucks or hand carts in the way.

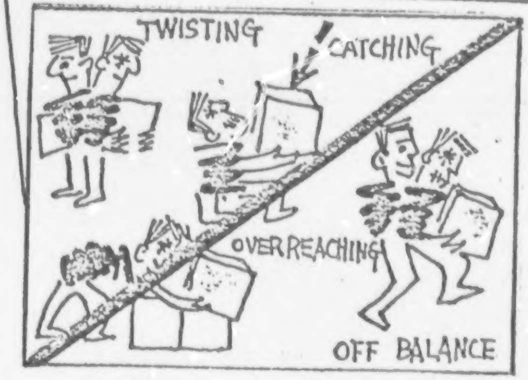
7. Don´t leave boxes lying around.

8. Handle with care boxes marked "fragile".




GLASS
FRAGILE
UP




TWISTING
CATCHING
OVERREACHING
OFF BALANCE

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: George, Assistant Manager
Mike, Store Room Clerk

DIALOGUE #1

George: Mike, this is our Food and Beverage store room.

Mike: Is this where you want me to work?

George: Yes, it is.

Mike: It sure is big!

George: It has to be big. We fill orders for all the restaurants in the casino. Here is where we keep all our supplies.

Mike: What kind of supplies?

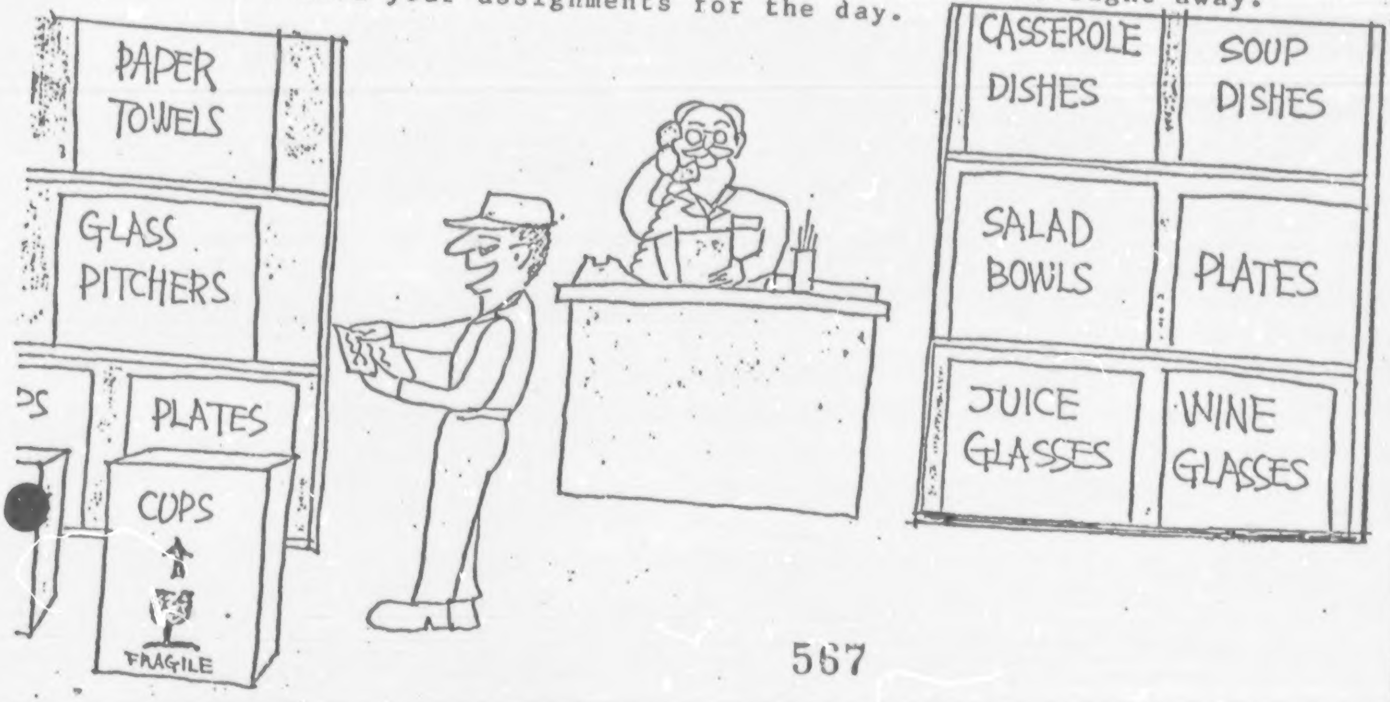
George: Things like glasses, napkins, table cloths, silverware, and plates.

Mike: What kind of work does a storeroom person do?

George: A store room clerk receives deliveries from the shipping department, stocks the shelves with supplies, and fills orders.

Mike: How do I know what to do?

George: Everyday when you come to work, report to me right away. I have your assignments for the day.


PAPER TOWELS
GLASS PITCHERS
PLATES
CUPS
FRAGILE
CASSEROLE DISHES
SOUP DISHES
SALAD BOWLS
PLATES
JUICE GLASSES
WINE GLASSES

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: George, Assistant Manager
Mike, Store Room Clerk

DIALOGUE #2

George: Mike, are you ready for your first job?

Mike: Yes, I am.

George: O.K. See these boxes that are coming in now on the cart?

Mike: Yes.

George: Help Frank unload them. Be very careful. They're glasses. We don't want them to break.

Mike: Yes, sir. Do you want us to put them away?

George: Yes. See the second row of bins over there?

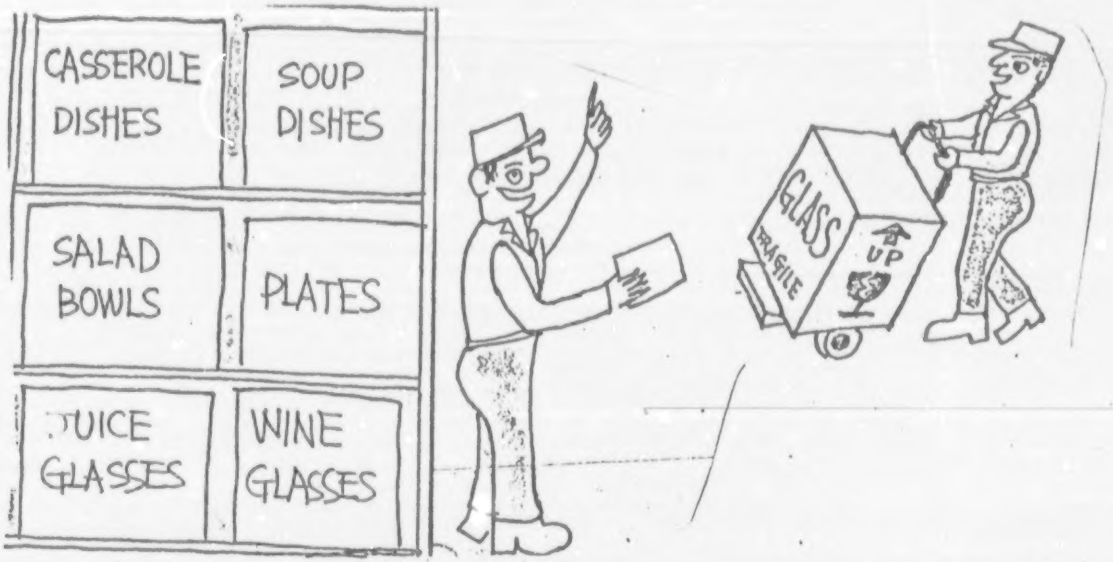
Mike: Uh, Huh.

George: Put that new shipment on the bottom shelf in the second row.

Mike: All right.

George: Mike, tell Frank to double check that order before you put it in stock.

Mike: Yes, sir.


CASSEROLE DISHES
SOUP DISHES
SALAD BOWLS
PLATES
JUICE GLASSES
WINE GLASSES
GLASS
FRAGILE
UP

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: George, Assistant Manager
Mike, Store Room Clerk

DIALOGUE #3

George: You're doing fine work, Mike.

Mike: Thank you, sir.

George: Mike, there is a shipment coming in over there, next to bin three.

Mike: You want me to put it in stock, sir?

George: Yes. First, go ask Frank for the slip. Make sure all the items listed on the slip are here.

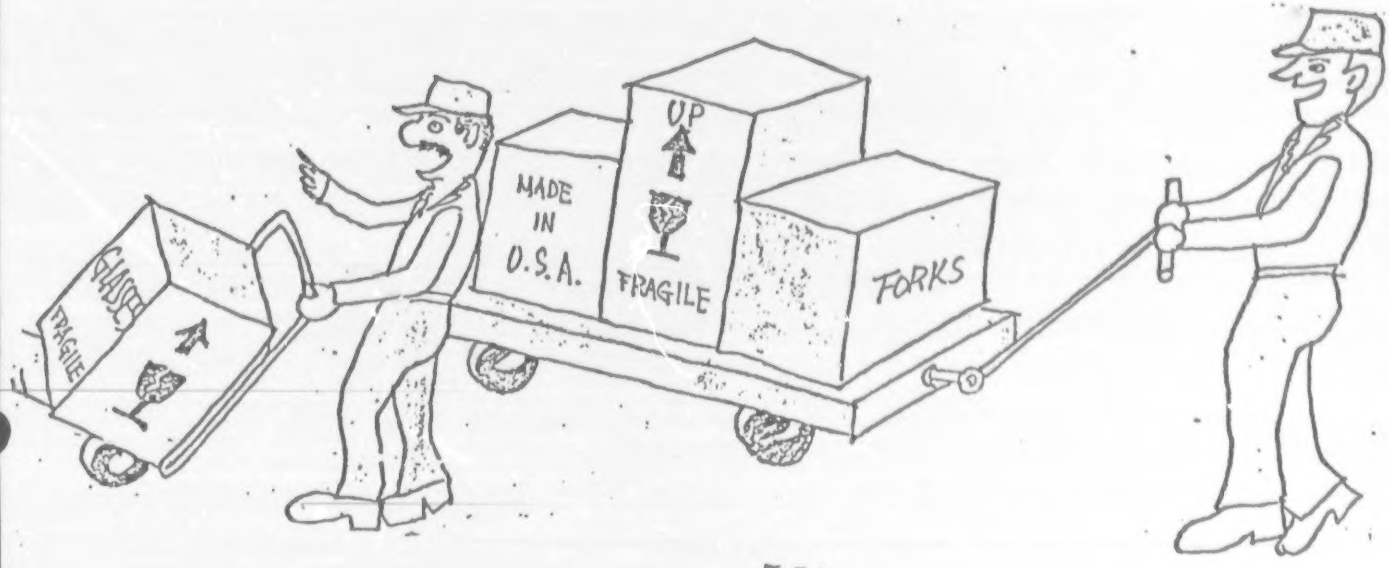
Mike: What happens when an item is on the slip but not in the shipment?

George: When that happens, come to me or Mr. Johnson. We can take out the original order form and check it. When there is a mistake, we have to speak to the person who makes the delivery.

Mike: Do you get many mistakes when shipments come in?

George: No, not often. Anything can happen, though. Once one company made three errors in deliveries in one week.

Mike: Now I understand why you have to check shipments as soon as they come in.



Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: Mr. Johnson, Manager
George, Assistant Manager

DIALOGUE #4

Mr. Johnson: George, where is the silverware shipment from Philadelphia?

George: It's not here yet, Mr. Johnson.

Mr. Johnson: According to my chart, it's scheduled to arrive at 10:00 A.M. That was two hours ago!

George: I know, sir.

Mr. Johnson: Did they call?

George: No, sir.

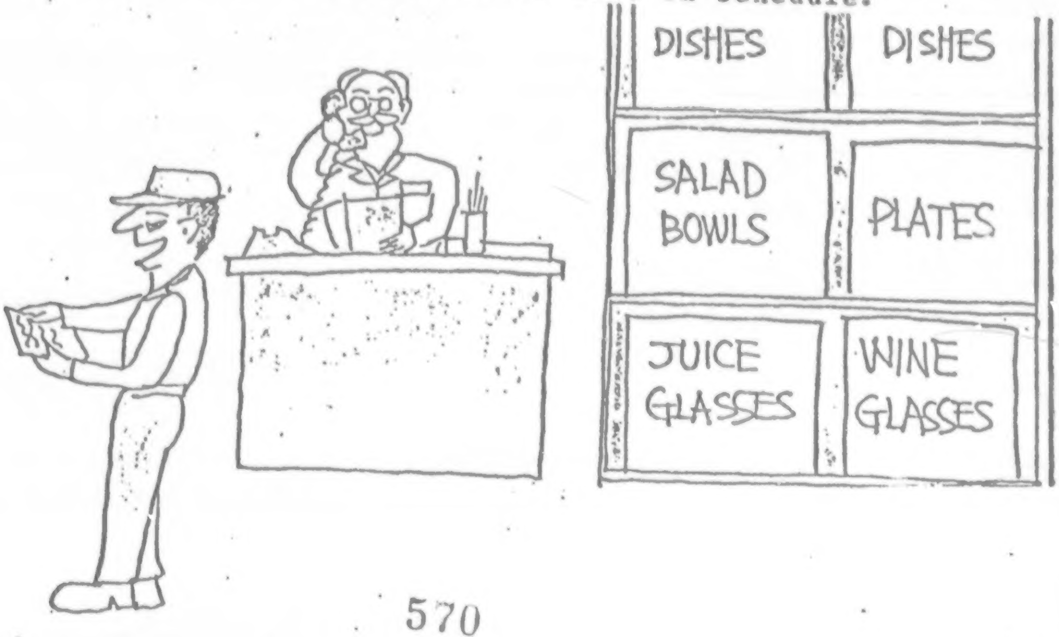
Mr. Johnson: Call them. Find out what the hold up is.

George: Yes, sir.

Mr. Johnson: This is the third time those people are late with a delivery. Tell them we can't afford to be behind schedule.

George: Yes, sir. I can let them know we are not satisfied with their late deliveries.

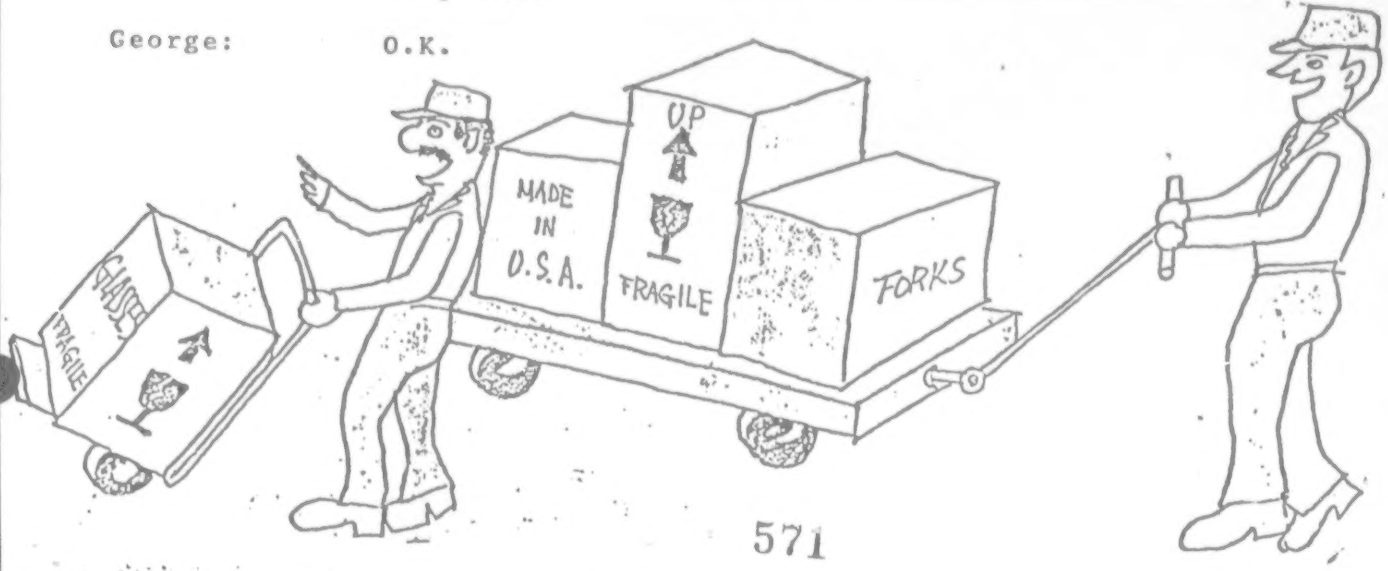
Mr. Johnson: Let them know more than that. Tell them there is another silverware company we can do business with. We have to have deliveries made on schedule.



Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: Mr. Johnson, Manager
George, Assistant Manager

DIALOGUE #5

Mr. Johnson:	George.
George:	Yes, sir.
Mr. Johnson:	Did you call that silverware company from Philadelphia?
George:	Yes.
Mr. Johnson:	What is their story?
George:	They are running behind schedule this week. They send their apologies.
Mr. Johnson:	Did you tell them that we can't put up with anymore late deliveries?
George:	Yes, sir, I told them everything you said.
Mr. Johnson:	Is the problem resolved?
George:	They said that all their future deliveries can be made on time.
Mr. Johnson:	Good. George, isn't there a delivery of glassware due in from Clearing Brothers Incorporated?
George:	Yes, there is.
Mr. Johnson:	Have Steve and Frank unload and stock that shipment.
George:	O.K.



Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: Mr. Johnson, Manager
George, Assistant Manager

DIALOGUE #6

Mr. Johnson: George, how´s that new man, Mike, working out?

George: He´s doing very well, Mr. Johnson. Mike is a hard worker.

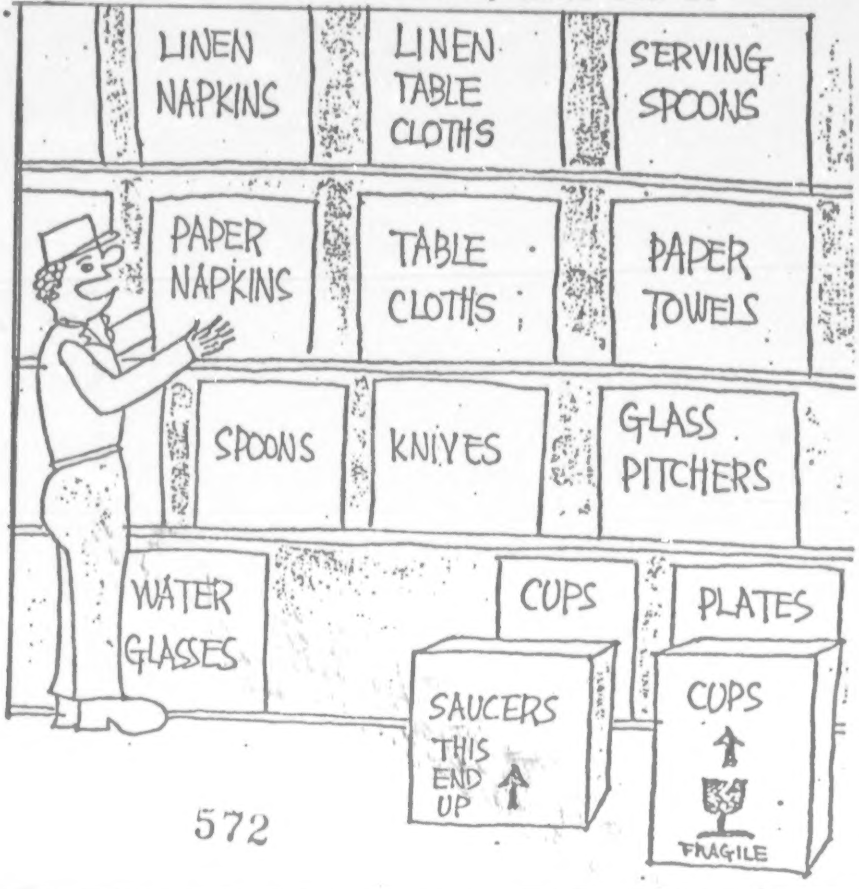
Mr. Johnson: Does Mike have any experience in filling orders?

George: No sir, but he has experience in stocking shelves and checking deliveries.

Mr. Johnson: That´s good, but we want Mike to learn everything. There´s a runner on his way here from the Country Restaurant. Have Mike fill the order.

George: Do you want Mike to fill the order by himself or with someone else?

Mr. Johnson: This is the first time for him. You´d better have Frank show him how. Next time around, Mike can do it himself.


LINEN NAPKINS
LINEN TABLE CLOTHS
SERVING SPOONS
PAPER NAPKINS
TABLE CLOTHS
PAPER TOWELS
SPOONS
KNIVES
GLASS PITCHERS
WATER GLASSES
CUPS
PLATES
SAUCERS
THIS END UP
CUPS
FRAGILE

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: George, Assistant Manager
Mike, Store Room Clerk

DIALOGUE #7

George: Mike, come here.

Mike: Yes.

George: I have something for you to do. There is a runner coming in with a requisition. Fill his order.

Mike: Excuse me, but what is a runner?

George: A runner is a person that comes from the kitchens or pantries of the restaurants.

Mike: What does a runner do?

George: A runner gets things that the kitchen or restaurant needs. He or she comes here to pick up what the kitchen needs. We store the things they use.

Mike: Oh, I see. You want me to find out what he needs and give it to him.

George: That's right. Go tell Frank that you and he can fill the order. Frank can show you the procedure.

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: Mike and Frank

DIALOGUE #8

Mike: Frank, George told me to tell you that both of us have to fill a runner's order. He's from the Country Restaurant.

Frank: Yes. That's the runner over there.

Mike: What does he need?

Frank: It's all here on this requisition form.

Mike: What's a requisition form?

Frank: A requisition form is a paper that lists the items a kitchen or restaurant needs. After we read it, we check off what we give so we can keep a list for us.

Mike: Is that what you do everytime?

Frank: Yes. It's important to do that so we know where all our supplies go. We have to keep track of our supplies, especially for inventory.

Mike: What happens for inventory?

Frank: Every so often we inventory our supplies. That means we make a list of everything we have in stock.

Mike: What happens then?

Frank: Well, at the end of a year, we take out the list which tells us how many supplies we had and how many supplies we used. This gives us an idea of how much money our company is spending for supplies.

Mike: Boy, that's a good idea. Then the company can figure out how much it can spend for the next year.

Casino Jobs - Receiving, Storing, and Issuing
Store Room Clerk
Dialogue: Frank and Mike

DIALOUGE #9

Frank: Come on, Mike, read this list and tell me what the Country Restaurant needs.

Mike: O.K. Let´s see. They need two boxes of paper napkins, three boxes of salad forks, three boxes of teaspoons....

Frank: Wait, Mike. Let me get those first.

Mike: Oh, sorry.

Frank: O.K. Go ahead.

Mike: Two boxes of linen tablecloths, one box of linen napkins, and one box of juice glasses.

Frank: O.K. I have all that. Anything else?

Mike: Yes, one box of water glasses.

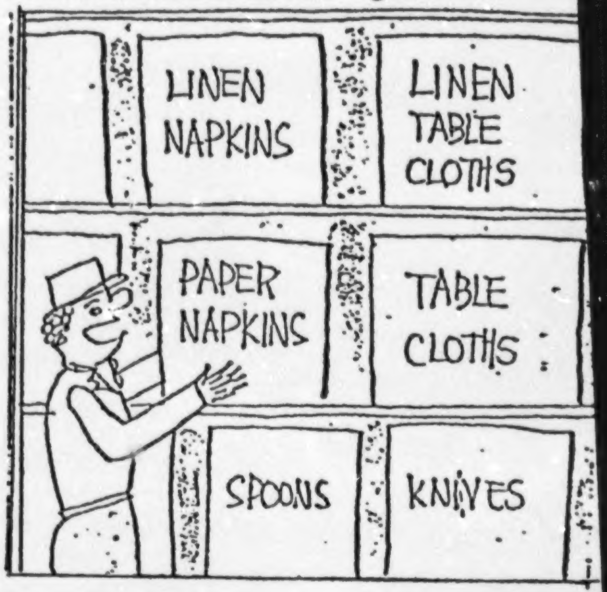
Frank: Is that it?

Mike: Yes, that´s all.

Frank: O.K. Let´s doublecheck this order before it goes out.

Mike: Everything is checked. Now what?

Frank: Now we keep this white slip for our records and give the runner the yellow slip.



Casino Jobs - Receiving, Storing, Issuing
Store Room Clerk
Food Transfer Requisition

Vocabulary

Abbreviations

bx	box	CA	California
bu	bushel	ME	Maine
cs	case	NJ	New Jersey
cr	crate	FL	Florida
sk	sack	ID	Idaho
bg	bag	GA	Georgia
Sp	Spanish	W	Western
Spec	specification		

requisition
food transfer
quantity
ordered
issued
received
returned
used
authorized by
total used

lettuce
romaine
iceberg
radishes
potatoes
green beans
spinach
onions
broccoli
carrots

Food Transfer Requisition

35451

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From: 125 Food Storeroom

To: 209 Kitchen

Date: 4/15/85

Day: Monday

QUANTITY ORDERED	QUANTITY ISSUED	SPEC.	ITEM DESCRIPTION	TOTAL RECEIVED	QUANTITY RETURNED	TOTAL USED
2 cr.	2 cr	CA	lettuce (romaine)	2 cr	0	2 cr
3 cr.	3 cr	CA	lettuce (ice berg)	3 cr	0	3 cr
1 bx	1 bx	Cello wrap	radishes	1 bx	0	1 bx
5 SK	5 SK	ME	potatoes (chef's)	4 SK	2 SK	2 SK
2 bu	2 bu	fresh	green beans	2 bu	0	2 bu
4 bu	4 bu	CA fresh	Spinach	4 bu	1 bu	3 bu
1 bg	1 bg	#1 sp w	onions	1 bg	0	1 bg
2 cs	2 cs	#14 CA	broccoli	2 cs	1 cs	1 cs
3 SK	3 SK	CA whole top	carrots	3	2 SK	1 SK

TOTAL

J. Smith
Authorized By

M. Lee
Issued By

P. Pedro
Received By

WHITE: F & B ControlCopy YELLOW: Receiving Copy PINK: Issuing Copy

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Casino Jobs - Receiving, Storing, Issuing
Store Room Clerk
Food Transfer Requisition

QUESTIONS

1. What is a requisition?

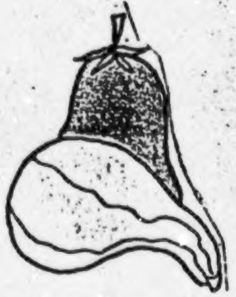
2. What is this requisition for?

3. Who authorized the food transfer?

4. Who issued the food transfer?

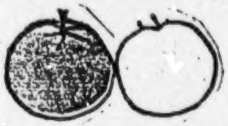
5. Who received the food transfer?

6. Where does the food come from?



7. Where does the food go?

8. What is the date?



9. What is the day?

10. Name the two kinds of lettuce the kitchen wants.

11. What quantity of onions does the kitchen want?

QUESTIONS (Cont.)

12. What kind of onions does the kitchen want?

13. What quantity of onions does the kitchen want to return?

14. How much broccoli does the kitchen want?

15. What kind of broccoli does the kitchen want?

16. How much broccoli does the kitchen want to return?

17. What kind of carrots does the kitchen want?

18. How many sacks of carrots does the kitchen want?

19. What kind of potatoes does the kitchen want?

20. What quantity of potatoes does the kitchen want?

21. What quantity of potatoes does the kitchen want to return?

22. What kind of radishes does the kitchen want?

23. What quantity of radishes does the kitchen want?

Casino Jobs - Receiving, Storing, Issuing
Store Room Clerk
Food Transfer Requisition

ANSWER KEY

1. A request for items.
2. food transfer
3. J. Smith
4. M. Lee
5. P. Pedro
6. food storeroom
7. Kitchen
8. 4/15/85
9. Monday
10. romaine, iceberg
11. 1 bag
12. #1 Spanish Western
13. 1 bag
14. 2 cases
15. #14 California
16. 1 case
17. California whole top
18. 3
19. Main chief's
20. 5 sacks
21. 2 sacks
22. cello wrap
23. 1 case

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